



SCHEDULE TITLE: 736 - Temporary Administrative and Professional Staffing Services (TAPS) FSC Group: 736

Contract No. GS-07F-0275U

CONTRACT PERIOD: April 1, 2008 through March 31, 2018

CONTRACTOR: Navales Enterprises, Inc.
3702 Rustling Oaks
San Antonio, TX 78259-3630
Phone number: (210) 227-2778
Fax number: (888) 647-1445
E-Mail: glorianavales@n-e-i.net
edwardnavales@n-e-i.net
Web Site: www.n-e-i.net

CONTRACTOR'S ADMINISTRATION SOURCE: Gloria Navales

BUSINESS SIZE: Small - Disadvantaged - Woman-Owned Business

CUSTOMER INFORMATION:

**1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)
SIN DESCRIPTION**

736-1	Administrative Support and Clerical Occupations
736-2	Automatic Data Processing Occupations
736-3	General Services and Support Occupations
736-4	Information and Arts Occupations, including Misc. Occupations
736-5	Technical and Professional Occupations

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION: All rates shown are firm fixed price. Pricelists illustrate hourly rates by location and labor category. Job Descriptions are also provided following pricelists.

2. MAXIMUM ORDER*: \$100,000 per SIN

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor. The contractor may (1) offer a new price for this requirement, (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$1000.00 unless contractor agrees otherwise.

4. GEOGRAPHIC COVERAGE:

Navales Enterprises, Inc. has identified the Preponderance of Work location as San Francisco, CA. and may now perform work at any of the locations listed in the SCA Wage Index Matrix, as all locations are included in the contract. Service in an area with lower SCA rates, resulting in lower wages being paid, will have the prices for that task order discounted accordingly. Modification request dated 07/5/12 updates pricing to the current wage determination and preponderance of work location as San Francisco, CA. Current Wage Determination No. 2005-2059, Revision Number 13 dated 06/13/2012.

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: N/A

7. QUANTITY DISCOUNT(S): None.

8. PROMPT PAYMENT TERMS: .5% 15 days; Net 30.

9.a. Government Purchase Cards are accepted at or below the micro-purchase threshold.

9.b. Government Purchase Cards are accepted above the micro-purchase threshold.

10. FOREIGN ITEMS: None

11.a. TIME OF DELIVERY: N/A

11.b. EXPEDITED DELIVERY: N/A

11.c. OVERNIGHT AND 2-DAY DELIVERY: N/A

11.d. URGENT REQUIREMENTS: Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12. FOB POINT: N/A

13a. ORDERING ADDRESS: Same as contractor address.

14. PAYMENT ADDRESS: Same as contractor address.

15. WARRANTY PROVISION: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.

- 16. EXPORT PACKING CHARGES:** Not applicable
- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** None.
- 18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
- 19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):**
N/A
- 20.a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APP):** N/A
- 21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24.a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24.b. Section 508 Compliance for EIT:** N/A
- 25. DUNS NUMBER:** 154564728
- 26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in the SAM database.

	LOCATION = SAN FRANCISCO, CA Wage Determination Number 05-2059, Revision Number 13 Dated 06/13/2012	
	SIN 736 1 ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS	
SCA Code	Skill Category	
01011	Accounting Clerk I	\$ 33.64
01012	Accounting Clerk II	\$ 37.06
01013	Accounting Clerk III	\$ 40.76
01020	Administrative Assistant/Lead	\$ 53.77
01051	Data Entry Operator I	\$ 29.69
01052	Data Entry Operator II	\$ 31.86
01060	Dispatcher, Motor Vehicle	\$ 51.07
01070	Document Preparation Clerk	\$ 29.89
01090	Duplicating Machine Operator	\$ 29.89
01111	General Clerk I	\$ 30.45
01112	General Clerk II	\$ 32.69
01113	General Clerk III	\$ 36.25
01120	Housing Referral Assistant	\$ 50.60
01191	Order Clerk I	\$ 32.17
01192	Order Clerk II	\$ 34.66
01261	Personnel Assistant (Employment) I	\$ 36.56
01262	Personnel Assistant (Employment) II	\$ 40.26
01263	Personnel Assistant (Employment) III	\$ 44.16
01270	Production Control Clerk	\$ 49.39
01280	Receptionist	\$ 32.53
01290	Rental Clerk	\$ 35.98
01300	Scheduler, Maintenance	\$ 41.69
01311	Secretary I	\$ 41.72
01312	Secretary II	\$ 45.98
01313	Secretary III	\$ 50.60
01320	Service Order Dispatcher	\$ 50.35
01410	Supply Technician	\$ 53.77
01420	Survey Worker	\$ 41.10
01531	Travel Clerk I	\$ 29.73
01532	Travel Clerk II	\$ 32.73
01533	Travel Clerk III	\$ 36.14
01611	Word Processor I	\$ 38.07
01612	Word Processor II	\$ 42.03
01613	Word Processor III	\$ 46.34
15110	Test Proctor	\$ 41.49

SCA Code	SIN 736 2 AUTOMATIC DATA PROCESSING OCCUPATIONS	
14041	Computer Operator I	\$ 36.56
14042	Computer Operator II	\$ 40.26
14043	Computer Operator III	\$ 44.16
14044	Computer Operator IV	\$ 48.43
14045	Computer Operator V	\$ 53.03
14071	Computer Programmer I	\$ 48.74
14072	Computer Programmer II	\$ 48.74
14073	Computer Programmer III	\$ 48.74
14074	Computer Programmer IV	\$ 48.74
14101	Computer Systems Analyst I/Research Analyst	\$ 48.74
14102	Computer Systems Analyst II/ Research Analyst	\$ 48.74
14103	Computer Systems Analyst III/ Research Analyst	\$ 48.74
14150	Peripheral Equipment Operator	\$ 36.56
14160	Personal Computer Support Technician	\$ 48.43
SCA Code	SIN 736 3 GENERAL SERVICES AND SUPPORT OCCUPATIONS	
05005	Automobile Body Repairer, Fiberglass	\$ 44.26
05010	Automotive Electrician	\$ 44.26
05040	Automotive Glass Installer	\$ 39.36
05070	Automotive Worker	\$ 44.26
05110	Mobile Equipment Servicer	\$ 39.27
05130	Motor Equipment Metal Mechanic	\$ 45.97
05160	Motor Equipment Metal Worker	\$ 42.56
05190	Motor Vehicle Mechanic	\$ 45.64
05220	Motor Vehicle Mechanic Helper	\$ 37.20
05250	Motor Vehicle Upholstery Worker	\$ 40.93
05280	Motor Vehicle Wrecker	\$ 42.56
05310	Painter, Automotive	\$ 44.26
05340	Radiator Repair Specialist	\$ 42.56
05370	Tire Repairer	\$ 32.89
05400	Transmission Repair Specialist	\$ 45.97
09010	Electrostatic Spray Painter	\$ 39.70
09040	Furniture Handler	\$ 29.36
09080	Furniture Refinisher	\$ 39.70
09090	Furniture Refinisher Helper	\$ 33.48
09110	Furniture Repairer, Minor	\$ 35.89
09130	Upholsterer	\$ 39.70
11030	Cleaner, Vehicles	\$ 25.94
11150	Janitor	\$ 28.92
11210	Laborer, Grounds Maintenance	\$ 34.21
21020	Fork Lift Operator	\$ 36.19
21030	Material Coordinator	\$ 49.39
21040	Material Expediter	\$ 49.39
21050	Material Handling Laborer	\$ 31.72

21071	Order Filler	\$ 30.03
21110	Shipping Packer	\$ 33.43
21130	Shipping/Receiving Clerk	\$ 33.43
21140	Store Worker I	\$ 28.38
21150	Stock Clerk	\$ 36.89
21210	Tools and Parts Attendant	\$ 36.19
21410	Warehouse Specialist	\$ 36.19
23160	Electrician, Maintenance	\$ 63.65
23181	Electronics Technician, Maintenance I	\$ 53.26
23182	Electronics Technician, Maintenance II	\$ 55.95
23183	Electronics Technician, Maintenance III	\$ 58.67
23370	General Maintenance Worker	\$ 40.76
23470	Laborer	\$ 30.65
23530	Machinery Maintenance Mechanic	\$ 49.75
23550	Machinist, Maintenance	\$ 48.19
23580	Maintenance Trades Helper	\$ 32.19
23790	Pipefitter, Maintenance	\$ 54.99
23810	Plumber, Maintenance	\$ 54.46
23110 -	Appliance Mechanic	\$ 41.30
23130	Carpenter, Maintenance	\$ 46.33
23140	Carpet Layer	\$ 44.79
23311	Fuel Distribution System Mechanic	\$ 52.65
23312	Fuel Distribution System Operator	\$ 42.69
23380	Ground Support Equipment Mechanic	\$ 50.90
23381	Ground Support Equipment Servicer	\$ 43.95
23382	Ground Support Equipment Worker	\$ 46.28
23410	Heating, Ventilation And Air-Conditioning	\$ 49.81
23430	Heavy Equipment Mechanic	\$ 53.43
23440	Heavy Equipment Operator	\$ 57.38
23460	Instrument Mechanic	\$ 55.59
23510	Locksmith	\$ 39.70
23710	Office Appliance Repairer	\$ 41.66
23760	Painter Maintenance	\$ 45.04
23820	Pneudraulic Systems Mechanic	\$ 51.61
23870	Scale Mechanic	\$ 46.92
23890	Sheet-Metal Worker, Maintenance	\$ 54.12
23910	Small Engine Mechanic	\$ 38.75
23960	Welder, Combination, Maintenance	\$ 41.85
25010 -	Boiler Tender	\$ 65.14
25040	Sewage Plant Operator	\$ 56.76
25070	Stationary Engineer	\$ 65.14
25190	Ventilation Equipment Tender	\$ 49.16
25210	Water Treatment Plant Operator	\$ 56.76
28690	Swimming Pool Operator	\$ 40.09
31030	Bus Driver	\$ 36.89
31290	Shuttle Bus Driver	\$ 35.66
31361	Truck driver, Light	\$ 35.66
31362	Truck driver, Medium	\$ 37.87
31363	Truck driver, Heavy	\$ 40.59
31364	Truck driver, Tractor-Trailer	\$ 40.59

SCA Code	SIN - 736 4 INFORMATION & ARTS OCCUPATIONS	
13047	Librarian	\$ 61.19
13050	Library Aide/Clerk	\$ 38.11
13058	Librarian Technician	\$ 46.26
24620	Family Readiness And Support Services	\$ 35.35
28310	Lifeguard	\$ 27.26
99030	Cashier	\$ 26.48
99050	Desk Clerk	\$ 27.03
99410	Pest Controller	\$ 34.23
99710	Recycling Laborer	\$ 44.94
99711	Recycling Specialist	\$ 50.34
99730	Refuse Collector	\$ 40.99
99830	Survey Party Chief	\$ 69.03
99831	Surveying Aide	\$ 42.33
99832	Surveying Technician	\$ 48.91
	SIN 736 5 TECHNICAL AND PROFESSIONAL OCCUPATIONS	
30030	Cartographic Technician	\$ 59.33
15050	Computer Based Training Specialist / Instructor /Help Desk	\$ 63.26
15070	Flight Instructor (Pilot)	\$ 88.75
30040	Civil Engineering Technician	\$ 55.02
30061	Drafter/CAD Operator I	\$ 44.43
30062	Drafter/CAD Operator II	\$ 49.00
30063	Drafter/CAD Operator III	\$ 53.96
30064	Drafter/CAD Operator IV	\$ 65.10
30081	Engineering Technician I	\$ 35.16
30082	Engineering Technician II	\$ 38.77
30083	Engineering Technician III	\$ 42.67
30084	Engineering Technician IV	\$ 51.49
30085	Engineering Technician V	\$ 61.72
30086	Engineering Technician VI	\$ 73.43
30090	Environmental Technician	\$ 48.55
15080	Graphic Artist	\$ 55.17
30210	Laboratory Technician	\$ 42.19
30361	Paralegal/Legal Assistant I	\$ 42.34
30362	Paralegal/Legal Assistant II	\$ 51.07
30363	Paralegal/Legal Assistant III	\$ 61.21
30364	Paralegal/Legal Assistant IV	\$ 72.81
30461	Technical Writer I	\$ 46.25
30462	Technical Writer II	\$ 55.10
30463	Technical Writer III	\$ 65.34
	Help Desk Supervisor	\$ 54.24
	Research Analyst	\$ 45.84

SIN-736 1 ADMINISTRATIVE SUPPORT & CLERICAL OCCUPATIONS

OCCUPATION TITLE: ACCOUNTING CLERK I

Description: Performs very simple and routine accounting clerical operations; for example, recognizing and comparing easily identified numbers and codes on similar and repetitive accounting documents, verifying mathematical accuracy, and identifying discrepancies and bringing them to a supervisor's attention. Work is closely monitored and reviewed in detail for accuracy, adequacy, and adherence to instructions.

OCCUPATION TITLE: ACCOUNTING CLERK II

Description: Performs one or more routine accounting clerical operations, such as: examining, verifying, and correcting accounting transactions to insure completeness and accuracy of data as well as proper identification of accounts; checking to insure expenditures will not exceed obligations in specified accounts; totaling, balancing, and reconciling collection vouchers; posting data to transaction sheets and identifying proper accounts and items to be posted; and coding documentation in accordance with a chart (listing) of accounts. Follows specific and detailed accounting procedures; completed work is reviewed for accuracy and compliance with procedures.

OCCUPATION TITLE: ACCOUNTING CLERK III

Description: Uses a knowledge of double entry bookkeeping in performing one or more of the following: Posts actions to journals, identifying subsidiary accounts affected as well as debit and credit entries to be made along with assigning proper codes; reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data; or reviews lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material. On routine assignments, selects and applies established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used are reviewed for technical accuracy.

OCCUPATION TITLE: ADMINISTRATIVE ASSISTANT/LEAD

Description: In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

OCCUPATION TITLE: DATA ENTRY OPERATOR I

Description: This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator I works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data. Problems such as erroneous items and codes, or missing information are resolved at the supervisory level. Work is routine and repetitive.

OCCUPATION TITLE: DATA ENTRY OPERATOR II

Description: This position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be

entered from a variety of document sources. The Data Entry Operator II may occasionally perform routine work as described for Data Entry Operator I.

OCCUPATION TITLE: MOTOR VEHICLE DISPATCHER

Description: Assigns motor vehicles and drivers for conveyance of freight or passengers; coordinates drivers according to customer requests in compliance with DOT regulations and company rules; communicates with customers to determine driver needs and schedules; notifies drivers of assignments; and enters assignment data in computer database. Compiles list of available vehicles; assigns vehicles according to factors, such as length and purpose of trip, freight or passenger requirements and preference of user. Issues keys, record sheets, and credential to drivers; records time of departure, destination, cargo, and expected time of return; investigates overdue vehicles. May confer with customers to expedite or locate missing, misrouted, delayed, or damaged merchandise; maintain record of mileage, fuel used, repairs made and other expenses; establish service or delivery routes; issue equipment to drivers, such as hand trucks, dollies, and blankets; direct activities of drivers, using two-way radios; work at vehicle distribution center and assign vehicles to customer agencies.

OCCUPATION TITLE: DOCUMENT PREPARATION CLERK

Description: Prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying, photographic, and other reproducing office machine. Performs clerical duties related to technical documentation of procedures and practices; ensures proper upkeep of technical documents; cuts documents into individual pages of standard size and format when allowed by margin space, using paper cutter or razor knife. Reproduces document pages as necessary to improve clarity or to reduce one or more pages into single page of standard size for copying machine being used, using photocopying machine. Stamps standard symbols on pages or inserts instruction cards between pages of material to notify Duplicating Machine Operator of special handling, such as manual repositioning during copying procedure. Prepares cover sheet and document folder for material, and index card for organizations' files indicating information, such as organization's name and address, subject or product category, and index code to identify material. Inserts material to be copied in document folder and files folder for processing according to index code and copying priority schedule.

OCCUPATION TITLE: DUPLICATING MACHINE OPERATOR

Description: Operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. May be required to complete assignments ranging from producing single color forms, reading material and other documents to those requiring the merge of covers, text, indices and related items in single or multi-color. Operates small binding machines; performs clerical duties associated with the request for printing and photographic services; prepares assembly sheets and printing requisitions with specifications for printing and binding; keeps record of work; and delivers and picks up work. Performs minor repairs and preventive maintenance; maintains an inventory of supplies and parts needed for reproduction equipment.

OCCUPATION TITLE: GENERAL CLERK I

Description: Compiles data; prepares letters and correspondence; operates typewriter, may operate word processor, multiunit telephone console, and other office equipment; performs clerical duties to maintain business records and reports; answers, screens, and routes telephone

calls; prepares work schedules; provides information to the public and may verbally or by letter explain program policies; performs related duties as assigned.

OCCUPATION TITLE: GENERAL CLERK II

Description: Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Follows organization and department procedures to complete tasks in a timely manner.

OCCUPATION TITLE: GENERAL CLERK III

Description: Work requires a familiarity with terminology of the office unit. Performs daily tasks such as filing, recording, maintaining records, copying, posting, and other similar duties, using a computer terminal, typewriter, and other word processors. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task.

OCCUPATIONAL TITLE: HOUSING REFERRAL ASSISTANT

Description: Provides housing information to an organization's employees moving to a new location. Coordinates move-ins and move-outs, lease negotiations and renewals, and apartment showings. Responsible for the rental of apartment units to ensure maximum occupancy at all times and high renewal rates. Ensures paperwork of current and prospective tenants is completed accurately. Contacts individuals or organizations such as landlords, real estate agents, mobile home dealers, trailer court managers and Chambers of Commerce by phone and correspondence to obtain listings of rental or sale properties, possible future prospects of housing, and to develop a working relationship with the housing referral service. Compiles listings of houses, apartments and mobile homes which may be rented and properties which may be purchased. Periodically, communicates with contacts to update listings. Ensures property owners are in compliance with nondiscrimination policy. Counsels applicants with regard to special circumstances, e.g. medical or financial hardships, and availability of housing that will meet applicants' needs. Provides information regarding community services, i.e., schools, churches, transportation, hospitals, motels and job information centers. Searches files, places telephone calls, and makes referrals. Furnishes information to inquirer interested in home purchase regarding locations, owners, agents, price ranges, loans and other related information. Maintains daily records of office activities, including number of applicants, number placed, and agents solicited or listed. Schedules appointments for housing inspectors. Prepares reports, as required, and replies to complaints, investigations and letters of inquiry.

OCCUPATIONAL TITLE: ORDER CLERK I

Description: Handles orders involving items which have readily identified uses and applications; refers to a catalog, manufacturer's manual or similar document to insure proper item is supplied or to verify price of ordered item.

OCCUPATIONAL TITLE: ORDER CLERK II

Description: Handles orders which involve making judgments such as choosing specific products or materials from the establishment's product lines to satisfy the customer's needs, or in

determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

OCCUPATION TITLE: PERSONNEL ASSISTANT (EMPLOYMENT) I

Description: Interviews applicants for employment and processes application forms; obtains information, such as age, marital status, work experience, education, training, and occupational interest. Informs applicants of company employment policies and refers qualified applicants to employing official. Types letters to references indicated on application, or telephone agencies, such as credit bureaus and finance companies; files application forms. Compiles and types reports for supervisors on applicants and employees for personnel records. Reviews credentials to establish eligibility of applicant in regard to identification and naturalization; telephones or writes applicant to inform applicant of acceptance or rejection for employment. Administers aptitude, personality, and interest tests; compiles personnel records. Some receptionist or other clerical duties may be performed.

OCCUPATION TITLE: PERSONNEL ASSISTANT (EMPLOYMENT) II

Description: Oversees maintenance of employee records, including personnel status updates, terminations, and new hirings. Examines and/or processes personnel action documents using experience in applying personnel procedures and policies. Ensures information is complete and consistent; determines whether further discussion with applicants or employees is needed or whether personnel information must be checked against additional files or listings. Responds to varied questions from applicants, employees, or managers for readily available information which can be obtained from file material or manuals; responses require skill to secure cooperation in correcting improperly completed personnel documents or to explain regulations and procedures. Provides information on availability of applicants/status of hiring actions; verifies employment dates; maintains personnel records; and administers typing tests.

OCCUPATION TITLE: PERSONNEL ASSISTANT (EMPLOYMENT) III

Description: Serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals and in providing information when it is necessary to consolidate data from a number of sources, often with short deadlines. Ensures employee data is correctly entered into the company record keeping system; screens applications for obvious rejections; resolves conflicts in computer listings or other sources of employee information. Locates lost documents or reconstructs information using a number of sources; check references of applicants when information in addition to dates and places of past work is needed; and judgment is required to ask appropriate routine follow-up questions. Performs routine personnel assignments beyond the clerical level, such as: orienting new employees to programs, facilities, rules on time and attendance, and leave policies; computing basic statistical information for reports on manpower profiles, EEO progress and accomplishments, hiring activities, attendance and leave profiles, turnover, etc.; and screening applicants for well-defined positions, rejecting those who do not qualify for available openings for clear cut reasons, referring others to appropriate employment interviewer. Guidance is provided on possible sources of information, methods of work, and types of reports needed. Completed written work receives close technical review from higher level personnel office staff.

OCCUPATION TITLE: PRODUCTION CONTROL CLERK

Description: Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other

aspects of production, performing any combination of following duties. Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared; compiles from customer orders and other specifications, detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products; prepares written work schedules based on established guidelines and priorities; compiles inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers; computes wages from employee time cards and posts wage data on payroll records.

OCCUPATIONAL TITLE: RECEPTIONIST

Description: Operates a single-position telephone switchboard or console; uses with a private branch exchange (PBX) system to relay incoming, outgoing, and intra-system calls and acts as a receptionist greeting visitors; determining nature of visits and directing visitors to appropriate persons. Work may also involve other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. May also type and perform other routine clerical work, usually while at the switchboard or console, which may occupy the major portion of the worker's time.

OCCUPATION TITLE: RENTAL CLERK

Description: Performs clerical duties concerned with rental and management of public housing projects. Receives orders for services, such as rentals, repairs, dry-cleaning, and storage. Answers telephone and responds to requests for maintenance, complaints, rental information or, as appropriate, forwards calls to senior officials. Receives rental payments and other income, assesses late charges, applies cancellation stamp required by government housing agency, writes receipts, and prepares rental transmittal forms and collection logs for government accounting system. Receives security deposits and prepares tenant receipts; prepares bank deposits; maintains tenant files, and follows up on income re-certifications.

OCCUPATIONAL TITLE: MAINTENANCE SCHEDULER

Description: Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive-service shop. Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities. Notifies parking garage workers to deliver specified vehicles. Maintains file of requests for services.

OCCUPATION TITLE: SECRETARY I

Description: Provides principal secretarial support in an office, usually to one individual; maintains a close and highly responsive relationship for day-to-day activities. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the office's work. Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff.

Controls mail and assures timely staff response; may send form letters; as instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms; reviews materials prepared for supervisor's approval for typographical accuracy and proper format; maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans; requisitions supplies, printing, maintenance, or other services. Types, takes and transcribes dictation, and establishes and maintains office files.

OCCUPATION TITLE: SECRETARY II

Description: Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the staff of that individual; maintains a close and highly responsive relationship for day-to-day activities. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the office's work. Duties include: Screens telephone calls, visitors, and incoming correspondence; personally responds to requests for information concerning office procedures; determines which requests should be handled by the supervisor, appropriate staff member, or other offices. May prepare and sign routine, non-technical correspondence; schedules tentative appointments; makes arrangements for conferences/meetings and assembles established background materials, as directed; may attend meetings and record/report on the proceedings. Reviews correspondence for consistency and conformance with procedures; collects information from the files or staff for routine inquiries on office program(s) or periodic reports; reviews requirements concerning office procedures; coordinates personnel and administrative forms and forwards for processing.

OCCUPATION TITLE: SECRETARY III

Description: Provides principal secretarial support in an office, usually to one individual, and also to the staff of that individual; maintains a close and highly responsive relationship for day-to-day activities. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the office's work. Uses greater judgment and initiative to determine the approach or action to take in non-routine situations; interprets and adapts guidelines, including unwritten policies, precedents, and practices. Duties include: Composes correspondence on administrative matters and general office policies; prepares materials needed for conferences, correspondence, appointments, meetings, telephone calls, etc.; reviews publications, regulations, and directives for appropriate action/referral; prepares special or one-time reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources such as reports, documents, correspondence, other offices, etc.; advises other personnel on new procedures; requests information needed from others for periodic or special conferences, reports, inquiries, etc.

OCCUPATIONAL TITLE: SERVICE ORDER DISPATCHER

Description: Receives, records, and distributes work orders to service crews upon customers' requests for service on articles or utilities purchased from wholesale or retail establishment or utility company. Familiar with computers and other electronic office and business equipment. Typing, filing, recordkeeping, and other clerical skills also are important. Records information, such as name, address, article to be repaired, or service to be rendered; prepares work order and distributes to service crew; schedules service call; and dispatches service crew. Calls or writes customer to insure satisfactory performance of service; keeps record of service calls and work orders. When dispatching orders, relays messages and gives special instructions to mobile crews and other departments, using radio telephone equipment.

OCCUPATIONAL TITLE: SUPPLY TECHNICIAN

Description: This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines. Assignments require: (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.

OCCUPATIONAL TITLE: SURVEY WORKER

Description: Interviews people to obtain information on topics such as public issues or consumer buying habits. Contacts people at home or place of business or by telephone following specified sampling procedures, or approaches them at random on street. Asks questions relative to items on form or questionnaire, records answers, and assists persons in filling out forms. May review, sort, classify and file forms according to specified procedures and criteria. May participate in Federal, state or local census surveys.

OCCUPATION TITLE: TRAVEL CLERK I

Description: Under close supervision or following specific procedures and detailed instructions arranges travel on one and sometimes two modes of transportation. Assists travel coordinator in the company's travel needs; duties may include checking hotel and flight availability, confirming reservations, or making itinerary changes as necessary. Communicates travel plans with employees. Performs related administrative functions. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Travel is almost always recurrent by the same modes, carriers, routes and same major points of origin and destination, seldom involving special transportation privileges or requiring special allowances or planning for supplemental transportation facilities. When such services are required, they do not occur in such variety or with such frequency as to create problems of timing or coordination.

OCCUPATION TITLE: TRAVEL CLERK II

Description: Travel usually involves the use of two or more modes of transportation. Information on carriers, modes and facilities is readily available since most carriers servicing the area maintain local facilities or publish information regularly. Single carriers or connecting carriers have schedules that are easily coordinated through the use of readily obtainable timetables or guides. Travel is frequently recurrent. A substantial number of problems arise as a result of rerouting, and there are often side trips requiring changes of transportation. Travel is usually to areas accessible by direct line or established connecting points and normal modes of transportation. Travel is not always planned well in advance, so there may be major problems of scheduling or accommodations. Travel involves special transportation privileges or special

allowances and requires authorization or planning for supplemental or special transportation facilities, and when such services are required, they usually do not occur in such variety or with such frequency as to create major problems of timing or coordination. Within general guidelines, employees select and apply appropriate travel guides, methods, techniques and work sequences to effectively accomplish the work. The majority of assignments are performed without technical assistance, but unusually difficult travel situations or problem cases encountered during the course of the work are referred to the supervisor before decision or commitment. Review of work is for compliance with regulatory guides and program policies and for soundness of decisions and conclusions.

OCCUPATION TITLE: TRAVEL CLERK III

Description: At this level, all major modes of transportation are used, and most individual trips involve combinations of more than one mode. Travel is varied, often not recurrent and periodically requires planning for relatively inaccessible intermediate or destination points. Routings are diverse and there is a necessity for frequent rerouting, replanning, or rearranging, with many side trips, requiring changes in modes of travel and creating substantial difficulty in routing and scheduling connections. A substantial amount of travel involves special allowances or requires authorization and planning for supplementary or special transportation facilities. It is frequently difficult to obtain the required information. The incumbent is characterized by independence of action, with very little instruction, guidance and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others; and responsible as the principal point of liaison with other elements and with carriers and other facilities.

OCCUPATIONAL TITLE: WORD PROCESSOR I

Description: Produces a variety of standard documents, such as correspondence, form letters, reports, tables and other printed materials. Work requires skill in typing; a knowledge of grammar, punctuation and spelling; and ability to use reference guides and equipment manuals. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Performs familiar, routine assignments following standard procedures.

OCCUPATIONAL TITLE: WORD PROCESSOR II

Description: Uses knowledge of varied and advanced functions of one software type, knowledge of varied functions of different types of software, or knowledge of specialized or technical terminology to perform such typical duties as: Editing and reformatting written or electronic drafts. Examples include: Correcting function codes; adjusting spacing and formatting; and standardizing headings, margins, and indentations. Transcribing scientific reports, lab analyses, legal proceedings, or similar material from voice tapes or handwritten drafts. Work requires knowledge of specialized, technical, or scientific terminology. Work requires familiarity with office terminology and practices; incumbent corrects copy and questions originator of document concerning missing information, improper formatting, or discrepancies in instructions.

OCCUPATIONAL TITLE: WORD PROCESSOR III

Description: Requires both a comprehensive knowledge of word processing software applications and office practices and a high degree of skill in applying software functions to

prepare complex and detailed documents. For example, processes complex and lengthy technical reports which include tables, graphs, charts, or multiple columns. Uses either different word processing packages or many different style macros or special command functions. Independently completes assignments and resolves problems.

OCCUPATION TITLE: TEST PROCTOR

Description: Administers, supervises, or proctors tests. Administers make-up tests in conjunction with civilian institution programs when it has been clearly established the student could not be present for normal in-class testing because of duty conflict or health reasons. Testing materials are controlled items and will be handled, stocked safeguarded and administered in strict compliance with applicable regulations. Serves as a test examiner for the administration, safeguarding and physical control of a wide variety of tests. May arrange in advance for testing rooms and facilities to correspond with testing schedules. Becomes thoroughly familiar with the Examiner's Manual for the test(s) prior to testing. Issues all materials required for test administration. Establishes positive identification of all testing applicants. Physically oversees all examinees during the testing session. May conduct a page check of each examination prior to and following administration. Completes inventories of all test materials.

SIN -736 2 AUTOMATIC DATA PROCESSING OCCUPATIONS

OCCUPATION TITLE: COMPUTER OPERATOR I

Description: Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform job functions. Loads peripheral equipment such as tapes and printer paper for operating runs. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. Resolves common operating problems.

OCCUPATION TITLE: COMPUTER OPERATOR II

Description: Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Familiar with standard concepts, practices, and procedures within a particular field. Loads peripheral equipment such as tapes and printer paper for operating runs and observes error messages displayed on monitor of terminal to detect faulty output or machine stoppage. Processes scheduled routines which present difficult operating problems (e.g., infrequent or easily resolved error conditions). In response to computer output instructions or error conditions, applies standard operating or corrective procedures.

OCCUPATION TITLE: COMPUTER OPERATOR III

Description: Operates and monitors computer equipment. Performs routine tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Observes peripheral equipment and error messages displayed on monitor of terminal to detect faulty output or machine stoppage. Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment

operations). Performs a variety of complicated tasks. In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution.

OCCUPATION TITLE: COMPUTER OPERATOR IV

Description: Operates and monitors computer equipment at a higher level of responsibility and authority. Performs routine and special tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Observes peripheral equipment and error messages displayed on monitor or terminal to detect faulty output or machine stoppage. Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). Performs a variety of complicated tasks. In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution.

OCCUPATION TITLE: COMPUTER OPERATOR V

Description: Operates and monitors computer equipment at a higher level of responsibility and authority. Performs routine and special tasks to maintain computer equipment and their peripherals. Loads peripheral equipment such as tapes and printer paper for operating runs. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Observes peripheral equipment and error messages displayed on monitor or terminal to detect faulty output or machine stoppage. Processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). Performs a variety of complicated tasks. In response to computer output instructions or error conditions, may deviate from standard procedures if standard procedures do not provide a solution.

OCCUPATION TITLE: COMPUTER PROGRAMER I

Description: Reviews, analyzes, develops, installs, and modifies computer operating systems. Analyzes and resolves problems associated with operating systems. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Detects, diagnoses, and reports related problems. Assists higher level staff by performing programming tasks which concern limited and simple data items and which closely follow patterns of previous work done in the organization, e.g., drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. In addition, may perform fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, purchase orders, etc.) and reports findings.

OCCUPATION TITLE: COMPUTER PROGRAMER II

Description: At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. Familiar with standard concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Reviews, analyzes, develops, installs, and modifies computer operating systems. Detects, analyzes and resolves problems associated with operating systems. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements. Maintains and modifies routine programs. Makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes. Tests and documents modifications and composes operator instructions. May write routine new programs using prescribed specifications; may confer with other personnel to clarify procedures, processing logic, etc.

In addition, may evaluate simple interrelationships in the immediate programming area, e.g., whether a contemplated change in one part of a simple program would cause unwanted results in a related part; confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change; and implements the change upon approval of management. Reviews objectives and assignment details with higher level staff to insure thorough understanding; uses judgment in selecting among authorized procedures and seeks assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise.

OCCUPATION TITLE: COMPUTER PROGRAMER III

Description: As a fully qualified computer programmer, applies standard programming procedures and detailed knowledge of pertinent subject matter (e.g., work processes, governing rules, clerical procedures, etc.) in a programming area such as: a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Reviews, analyzes, develops, installs, and modifies computer operating systems. Detects, analyzes and resolves problems associated with operating systems. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. Recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment. Solves conventional programming problems.

Performs such duties as: develops, modifies, and maintains assigned programs; designs and implements modifications to the interrelation of files and records within programs in consultations with higher level staff; monitors the operation of assigned programs and responds to problems by diagnosing and correcting errors in logic and coding; and implements and/or maintains assigned portions of a scientific programming project, applying established scientific programming techniques to well-defined mathematical, statistical, engineering, or other scientific problems usually requiring the translation of mathematical notation into processing logic and code. (Scientific programming includes assignments such as: using predetermined physical laws expressed in mathematical terms to relate one set of data to another; the routine storage and

retrieval of field test data; and using procedures for real-time command and control, scientific data reduction, signal processing, or similar areas.) Tests and documents work and writes and maintains operator instructions for assigned programs. Confers with other personnel to obtain or provide factual data.

In addition, may carry out fact-finding and programming analysis of a single activity or routine problem, applying established procedures where the nature of the program, feasibility, computer equipment, and programming language have already been decided. May analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher level staff. May assist in the review and analysis of detailed program specifications and in program design to meet changes in work processes.

Works independently under specified objectives; applies judgment in devising program logic and in selecting and adapting standard programming procedures; resolves problems and deviations according to established practices; and obtains advice where precedents are unclear or not available. Completed work is reviewed for conformance to standards, timeliness, and efficiency. May assist higher level staff by independently performing moderately complex tasks assigned, and performing complex tasks.

OCCUPATION TITLE: COMPUTER PROGRAMER IV

Description: Reviews, analyzes, develops, installs, and modifies computer operating systems. Analyzes and resolves problems associated with operating systems. Detects, diagnoses, and reports related problems. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Applies expertise in programming procedures to complex programs; recommends the redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Assigned programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Plans the full range of programming actions to produce several interrelated but different products from numerous and diverse data elements which are usually from different sources; solves difficult programming problems. Uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices.

Performs such duties as: develops, modifies, and maintains complex programs; designs and implements the interrelations of files and records within programs which will effectively fit into the overall design of the project; working with problems or concepts, develops programs for the solution to major scientific computational problems requiring the analysis and development of logical or mathematical descriptions of functions to be programmed; and develops occasional special programs, e.g., a critical path analysis program to assist in managing a special project. Tests, documents, and writes operating instructions for all work. Confers with other personnel to secure information, investigate and resolve problems and coordinate work efforts.

In addition, performs such programming analysis as: investigating the feasibility of alternate program design approaches to determine the best balanced solution, e.g., one that will best satisfy immediate user needs, facilitate subsequent modification, and conserve resources; on

typical maintenance projects and smaller scale, limited new projects, assisting user personnel in defining problems or needs and determining work organization, the necessary files and records, and their interrelation with the program; or on large or more complicated projects, participating as a team member along with other personnel and users and having responsibility for a portion of the project.

Works independently under overall objectives and direction, apprising management about progress and unusual complications. Modifies and adapts precedent solutions and proven approaches. Guidelines include constraints imposed by the related programs with which the incumbent's programs must be meshed. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements.

**OCCUPATION TITLE: COMPUTER SYSTEMS /PROGRAM ANALYST I/
RESEARCH ANALYST**

Description: At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Provides several phases of the required systems analysis where the nature of the system is predetermined. Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. Uses established fact finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment. Carries out fact finding and analysis as assigned, usually a routine problem; applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing detailed specifications required by computer programmers from information developed by the higher level analyst, may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents.

**OCCUPATION TITLE: COMPUTER SYSTEMS/PROGRAMS ANALYST II
RESEARCH ANALYST**

Description: Applies systems analysis and design skills in an area such as a record keeping or scientific operation. Familiar with relational databases and client-server concepts. Relies on experience and judgment to plan and accomplish goals. A system of several varied sequences or formats is usually developed, e.g., develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. Requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, work load, and practices of the assigned subject-matter area. Recognizes probable interactions of related computer systems and predicts impact of a change in assigned system.

Collects and analyzes data to evaluate operational difficulties and makes recommendations to solve problems. Follows established modeling and evaluation processes to determine the effectiveness of current operational activities and to determine problem areas and develop solutions. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.

Reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; and upon approval of synopsis, prepares specifications for development of computer programs. Determines and resolves data processing problems and coordinates the work with program, users, etc.; orients user personnel on new or changed procedures. May conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and refers any issues or controversies.

Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. Adapts design approaches successfully used in precedent systems. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements.

Works on segment(s) of complex data processing scheme or system, similar to computer systems analyst level III. Works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy, compliance with instructions, and to insure proper alignment with overall system.

OCCUPATION TITLE: COMPUTER SYSTEMS/PROGRAMS ANALYST III/ RESEARCH ANALYST

Description: Applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing; finance management; engineering, accounting, or statistics; logistics planning; material management, etc. Must have a working knowledge of relational databases and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May be expected to write documentation to describe program development, logic, coding, and corrections. Writes manuals for users to describe installation and operating procedures. Performs a variety of complicated tasks. Usually, there are multiple users of the system, however, there may be complex one-user systems, e.g., for engineering or research projects. Requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources is responsible for recognizing probable conflicts and integrating diverse data elements and sources.

Maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised data processing systems; analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies; recommends optimum approach and develops system design for approved projects. Interprets information and informally arbitrates between system users when conflicts exist. May serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs.

OCCUPATION TITLE: PERIPHERAL EQUIPMENT OPERATOR

Description: Maintains, analyzes, troubleshoots, and repairs computer systems, hardware and computer peripherals. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Documents, maintains, upgrades or replaces hardware and software systems. Supports and maintains user account information including rights, security and systems groups. Operates peripheral equipment which directly supports digital computer operations. Such equipment is uniquely and specifically designed for computer applications, but need not be physically or electronically connected to a computer. Printers, plotters, card readers/punchers, tape readers, tape units or drives, disk units or drives, and data display units are examples of such equipment.

Following duties characterize the work of a Peripheral Equipment Operator:

- Loading printers and plotters with correct paper; adjusting controls for forms, thickness, tension, printing density, and location; and unloading hard copy;
- Labeling tape reels, disks or card decks;
- Checking labels, mounting and dismounting designated tape reels or disks on specified units or drives;
- Setting controls which regulate operation of the equipment;
- Observing panel lights for warnings and error indications and taking appropriate action;
- Examining tapes, cards, or other material for creases, tears, or other defects which could cause processing problems.

OCCUPATION TITLE: PERSONAL COMPUTER SUPPORT TECHNICIAN

The Personal Computer Support Technician provides support to distributed PC/networking environment including installation, testing, repair, and troubleshooting for stand-alone PCs, PCs linked to networks, printers, and other computer peripherals. Support responsibilities include software installation, and configurations. This technician performs technical, operational, and training support to users of personal computers either by telephone, or on-site for PC desktop hardware and software packages. Job duties require the technician to install and test personal computers, printers, and other peripherals, configure operating system, load shrink-wrap programs and other application software programs. In this position, the incumbent troubleshoots computer problems, performs hardware and software diagnostics, coordinates needed repairs, resolves computer system problems, including coordination between users and components of a local area network, and participates in the evaluation of system configuration and software.

SIN - 736 3 GENERAL SERVICES AND SUPPORT MATERIALS HANDLING AND PACKING OCCUPATIONS

OCCUPATIONAL TITLE: AUTOMOBILE BODY REPAIRER FIBERGLASS

Description: This position repairs damaged fiberglass automobile bodies using pneumatic tools and knowledge of fiberglass repair techniques, cuts away damaged fiberglass, using air grinder, smoothes edges of painted surface using sandpaper or air-powered sander, masks surrounding undamaged surface, using masking tape, cuts plastic separating film using shears, and tapes film to outside repair area. The Automobile Body Repairer mixes polyester resin and hardener according to specifications and applies mixture to repair area, soaks matting in resin mixture and layers matting over repair area to specified thickness, peels separating film from

repair area and washes surface with water, occasionally secures new panel to repair area using C-clamp. The Repairer applies and spreads body filler manually to reestablish surface. The Repairer also manually files away excess filler to match original contour, smoothes filler, using air sander, and cleans repair area with air gun.

OCCUPATIONAL TITLE: AUTOMOTIVE ELECTRICIAN

Description: This position tests, repairs, overhauls, modifies, and maintains electrical equipment of a specialized nature such as automatic alternator synchronizing equipment, amplifying control units, voltage regulating equipment, generators, switching and control panels, and junction boxes, in motor vehicles such as automobiles, buses and trucks.

OCCUPATIONAL TITLE: AUTOMOTIVE GLASS INSTALLER

Description: This position replaces broken or pitted windshields and window glass in motor vehicles, removes broken glass by unscrewing frame, using hand tools. The Automotive Glass Installer cuts flat safety glass according to specified pattern, using glasscutter; smoothes cut edge of glass by holding against abrasive belt; applies moisture proofing compound along cut edges and installs glass in vehicle; weatherproofs window or windshield and prevents it from rattling by installing rubber channeling strips around sides of glass; installs precut replacement glass to replace curved windows; and may replace or adjust parts in window-raising mechanism.

OCCUPATIONAL TITLE: AUTOMOTIVE WORKER

Description: The Automotive Worker performs a variety of minor repairs and services to maintain motor vehicles. The Automated Worker places and maintains decals on vehicles, checks and replaces batteries, rotates, repairs, and replaces tires, washes, polishes, and cleans interiors and exteriors of vehicles, drains, flushes, and replaces engine, transmission, and differential grease and oils, checks, cleans, calibrates, and replaces spark plugs, cleans and replaces oil and air filters. The Automotive Worker adjusts brakes, replaces windshield wipers, and similar minor parts, assists on major overhaul jobs by disassembling and cleaning parts, repairing components such as generators and water pumps, and replacing thermostats, points, electrical wiring and other items, maintains tools and equipment, and cleans work areas.

OCCUPATIONAL TITLE: MOBILE EQUIPMENT SERVICER

Description: Operating from a mobile fuel station and/or tanker, the Mobile Equipment Servicer performs one or more of the following duties: supplies all types of vehicles with gasoline or diesel fuel, and records mileage and tag numbers, checks fluid levels, battery, cooling system and engine oil, checks tires for wear and pressure, replaces wiper blades, fuses, sealed beam lights, and light bulbs. Inspects equipment and performs preventive maintenance services, changes oil and filters, lubricates and greases vehicles, washes and cleans interiors and exteriors of vehicles; maintains inventories of parts and supplies; and cleans and maintains work areas.

OCCUPATIONAL TITLE: MOTOR EQUIPMENT METAL MECHANIC

Description: The Motor Equipment Metal Mechanic (Motor Vehicle Body Repairer) repairs damaged bodies and body parts of automotive vehicles, such as automobiles, buses, and light trucks according to repair manuals, using hand tools and power tools, removes upholstery, accessories, electrical and hydraulic window, seat-operating equipment, and trim to gain access to vehicle body and fender, positions block against surface of dented area and beats opposite surface to remove dents using hammer, and fills depressions with solder or other plastic material. This worker removes damaged fenders, panels, and grills, using wrenches and cutting

torch, and bolts or welds replacement, straightens bent frames, using hydraulic jack and pulling device, files, grinds, and sands repaired surfaces, using power tools and hand tools. Refinishes repaired surface, using paint spray gun and sander, aims headlights, aligns wheels, bleeds hydraulic brake system, and may paint surface after performing body repairs.

OCCUPATIONAL TITLE: MOTOR EQUIPMENT METAL WORKER

Description: Motor Equipment Metal Worker assists the Motor Equipment Metal Mechanic by performing routine metal repairs to vehicle bodies, main frames, and other routine duties.

OCCUPATIONAL TITLE: MOTOR VEHICLE MECHANIC

Description: The Motor Vehicle Mechanic repairs, rebuilds, or overhauls major assemblies of internal combustion automobiles, buses, trucks or tractors. Work involves most of the following: Diagnosing the source of trouble and determining the extent of repairs required; replacing worn or broken parts such as piston rings, bearings, or other engine parts; grinding and adjusting valves; rebuilding carburetors; overhauling transmissions; and repairing fuel injection, lighting, and ignition systems. In general, the work of the Motor Vehicle Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent.

OCCUPATIONAL TITLE: MOTOR VEHICLE MECHANIC HELPER

Description: The Motor Vehicle Mechanic Helper performs a variety of tasks such as washing, cleaning, and lubricating vehicles; loading, unloading, and storing automotive parts and supplies; and maintaining work areas.

OCCUPATIONAL TITLE: MOTOR VEHICLE UPHOLSTERY WORKER

Description: The Motor Vehicle Upholstery Worker repairs and replaces upholstery, including fabrics, springs, webbing, filling, and padding, in automobiles, trucks, buses, and other motor vehicles.

OCCUPATIONAL TITLE: MOTOR VEHICLE WRECKER

Description: The Motor Vehicle Wrecker (Tow Truck Operator; Wrecker Operator) operates gasoline, diesel, or electric-powered vehicle equipped with special equipment used to tow vehicles or equipment.

OCCUPATIONAL TITLE: PAINTER, AUTOMOTIVE

Description: The Painter, Automotive Worker coats surfaces of motor vehicles such as automobiles, buses, and trucks with paint, lacquer, epoxy, resin or other material, using brushes, rollers, spray guns and other devices, removes old paint from vehicle, using liquid paint remover and scraper, smooths surface with sandpaper and steel wool. The Painter, Automotive Worker roughens aluminum surfaces with acid solution and steel wool to ensure that paint adheres to surface, masks and covers portions of surfaces not to be painted, paints vehicle or specified portion of vehicle and may paint insignia, letters or numerals on vehicle surface using stencils.

OCCUPATIONAL TITLE: RADIATOR REPAIR SPECIALIST

Description: The Radiator Repair Specialist (Automobile Radiator Mechanic) repairs, modifies, and tests automotive radiators, air coolers, and oil temperature regulators made of various kinds of metals, locates and repairs leaks, removes defective parts, and installs new parts.

OCCUPATIONAL TITLE: TIRE REPAIRER

Description: The Tire Repairer repairs damaged tires of automobiles, buses, trucks, and other automotive vehicles, raises vehicle, using hydraulic jack, and unbolts wheel, using lug wrench, removes wheel from vehicle by hand or, when repairing giant tires of heavy equipment, by use of power hoist, locates puncture in tubeless tire by visual inspection or by immersing inflated tire in water bath and observing air bubbles emerging from puncture, and seals puncture in tubeless tire by inserting adhesive material and expanding rubber plug into puncture, using hand tools. Job task for the Tire Repairer also includes separating tubed tire from wheel, using rubber mallet and metal bar or mechanical tire changer, removing inner tube from tire and inspects tire casing for defects, such as holes and teas, gluing boot (tire patch) over rupture in tire casing using rubber cement, inflating inner tube and immerses it in water to locate leak, buffing defective area of inner tube, using scraper, and patches tubes with adhesive rubber patch or seals rubber patch to tube, using hot vulcanizing plate. The Tire Repairer reassembles tire onto wheel, and places wheel on balancing machine to determine counterweights required to balance wheel, hammers required counterweights onto rim of wheel.

OCCUPATIONAL TITLE: TRANSMISSION REPAIR SPECIALIST

Description: The Transmission Repair Specialist (Transmission Mechanic) repairs manual and automatic transmissions in automobiles, buses, trucks, and other automotive vehicles, raises vehicle, using jacks or hoists, and removes transmission, using mechanic's hand tools, disassembles transmission and replaces broken or worn parts, such as bands, gears, seals, and valves, adjusts pumps, bands, and gears as required, using wrenches, installs repaired transmission and fills it with specified fluid, adjusts operating linkage and tests operation on road. The Specialist may adjust a carburetor, verify idle speed of motor, using equipment, such as tachometer, and make required adjustments.

OCCUPATIONAL TITLE: ELECTROSTATIC SPRAY PAINTER

Description: The Electrostatic Spray Painter sprays negatively charged paint particles on positively charged work pieces, using cone, disk, or nozzle-type electrostatic painting equipment, moves switches and dials to start flow of current and to activate paint spraying equipment, turns valves and observes gauges to set pressure and to control flow of paint, adjusts thermostat to maintain specified temperature in paint tanks, inspects painted units for runs, sags, and unpainted areas, readjusts pressure valves to control direction and pattern of spray and to correct flaws in coating, and cleans paint from ceiling and walls of booth, conveyor hooks or grid, and from disks, cones, spray heads, and hoses using solvent and brush. This Worker may hand-spray parts to cover unpainted areas or apply rust preventative, mix paint according to specifications, using viscometer to regulate consistency according to changes in atmospheric conditions, may supervise or train furniture handlers for limited operation of the electrostatic spray painting equipment. In general, the work of an electrostatic spray painter requires rounded training and experience usually acquired through considerable on-the-job training and experience.

OCCUPATIONAL TITLE: FURNITURE HANDLER

Description: The Furniture Handler assists one or more electrostatic spray painters in repainting furniture by performing specific or general duties of lesser skill, moves materials or furniture to work areas, using hand truck or dolly, cleans surfaces of articles to be painted. The Furniture Handler is confined to supplying, lifting, holding materials and tools, and cleaning working areas.

OCCUPATIONAL TITLE: FURNITURE REFINISHER

Description: The Furniture Refinisher refinishes damaged, worn, or used furniture or new high-grade furniture to specified color for finish, utilizing knowledge of wood properties, finishes, and furniture styling, removes old finish from surfaces by abrading with steel wool or sandpaper or by brushing solvent on surfaces to soften finish and scraping with knife and steel wool, removes excess solvent by rubbing surface with cloth immersed in paint thinner or salt soda, applies plastic putty, wood putty, or lacquer-stick to surfaces, using spatula or knife, to fill nicks, depressions, holes and cracks. The Furniture Refinisher smooths surface for finishing, using sandpaper or power sander, selects and mixes finish ingredients to obtain specified color shade or to match existing finish, brushes or sprays successive coats of stain, varnish, shellac, lacquer, or paint on work piece. This refinisher grains wood or paints wood trim, using graining roller, comb, sponge, or brush, polishes and waxes finished surfaces. In general, this worker requires extensive knowledge of surface peculiarities and types of finishes required for different applications usually acquired through considerable on-the-job training and experience.

OCCUPATIONAL TITLE: FURNITURE REFINISHER HELPER

Description: The Furniture Refinisher Helper assists in refinishing furniture by performing one or a combination of the following tasks: supplying furniture refinishers with materials and tools, holding materials and tools as requested, cleaning work areas, machines and equipment, immersing small articles in vat filled with solvent preparatory to rubbing, and blowing excess solvent from surface with air hose or wipes surface with dry cloth. Job tasks continue to include scraping articles, using knife, scraper, or wood chisel to remove burs, splinters, and excess glue, and marking defects such as knotholes, cracks, and splits to facilitate repair of articles. This Refinisher Helper cuts plastic laminated covering materials and plywood to specified size and shape using hand tools and power tools; cements pre-cut laminated materials to plywood to form furniture parts such as cabinet tops, countertops, desktops and tabletops, using clamps or vise; wipes acetone on edges of parts with rags and solvent to remove excess adhesive; examines edges of laminated parts to detect ridges, and removes excess materials with file or electric hand trimmers, and attaches metal molding trim to edges, using glue and hand tools.

OCCUPATIONAL TITLE: FURNITURE REPAIRER, MINOR

Description: The Furniture Repairer, Minor repairs surface defects of finished wood and metal furniture, using the following methods: (1) Repair defects in finish of wooden furniture; fill holes and cracks with shellac or wax, using heated blade to melt and spread wax and shellac; remove varnish and smooths cracks and scratches with sandpaper; apply stain to match furniture surface and varnish to protect surface, using brush or spray gun; smooth and shape repaired surface with sandpaper, pumice stone, steel wool, or chisel. This method will require this repairer to nail, screw, or glue broken or split parts together, rub glossy spots with pumice stone and oil, and polish dull spots with wax to match surrounding finish. The Furniture Repairer dabs moistened cloth to and presses heated blade against dents and scratches to draw indentations to surface, may chisel out defective sections and replace them with patch matching color and grain, (2) Repair damaged metal furniture; weld cracks using acetylene torch; file, scrape, or sand parts to remove dirt, paint, or rust, melt solder into holes and cracks; grind solder until smooth and flush with surrounding metal, using portable grinder; bend or hammer dented or twisted parts to original shape; tighten or replace loose screws, nuts and bolts; replace missing or broken parts, e.g., hinges, door/drawer handles, latches, and furniture arms and legs.

OCCUPATIONAL TITLE: UPHOLSTERER

Description: The Upholsterer repairs and rebuilds upholstered furniture, using hand tools and knowledge of fabrics and upholstery methods, removes covering, webbing and padding from seat, arms, back and sides of work piece, using tack puller, chisel, and mallet, removes defective springs by cutting cords or wires that hold them in place, replaces webbing and springs or reties springs, measures and cuts new covering material, installs material on inside of arms, back, seat, and over outside back and arms of wooden frame. The Upholsterer tacks or sews ornamental trim, such as braid and buttons, to cover and frame, may operate sewing machine to seam cushions and join various sections of covering materials, may repair wooden frame of work piece, repair seats from various types of vehicles, repair a variety of items requiring special shaping, cushioning and covering including aircraft insulation and soundproofing panels, repair special devices and assemblies and other items such as carpets, inflatable shelters and tents made of canvas and other fabrics. In general, work of an Upholsterer requires rounded training and experience usually acquired through considerable on-the-job training and experience.

OCCUPATIONAL TITLE: CLEANER, VEHICLES

Description: The Cleaner, Vehicles cleans interiors and exteriors of transportation vehicles, such as automobiles, buses, railroad cars, and streetcars, cleans interior of vehicle, using broom, cloth, mop, vacuum cleaner, and whiskbroom, cleans windows with water, cleansing compounds, and cloth or chamois, replenishes sanitary supplies in vehicle compartments, removes dust, grease, and oil from exterior surfaces of vehicles, using steam-cleaning equipment or by spraying or washing vehicles, using spraying equipment, brush or sponge. The Cleaner may polish exterior of vehicle, and may fumigate interior of vehicle, using fumigating gases or sprays.

OCCUPATIONAL TITLE: JANITOR

Description: The Janitor cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

OCCUPATIONAL TITLE: LABORER, GROUNDS MAINTENANCE

Description: The Laborer, Grounds Maintenance maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: cut grass, using walking-type or riding mowers (less than 2000 lbs.), trim hedges and edges around walks, flowerbeds, and wells, using hedge trimmers, clippers and edging tools, prunes shrubs and trees to shape and improve growth, using shears and other hand tools, sprays lawn, shrubs, and trees with fertilizer or insecticide. Job duties also include the following: planting grass, flowers, trees, and shrubs, watering lawn and shrubs during dry periods, using hose or activating sprinkler system, picks up and burns or carts away leaves, paper or other litter; removing snow from walks, driveways, roads, or parking lots, using shovel and snow blower, spreads salt on walkways and other areas, repairing and painting fences, gates, benches, tables, guardrails, and outbuildings. This Worker assists in repair of roads, walks, buildings, and mechanical equipment, and may clean comfort stations, offices workshop areas, and parking lots by sweeping, washing, mopping and polishing.

OCCUPATION TITLE: FORKLIFT OPERATOR

Description: Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials in a warehouse, manufacturing plant, or other establishment. Responsibilities also include documenting and maintaining inventory and ensuring the organization and cleanliness of production area. Has knowledge of commonly-used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job.

OCCUPATION TITLE: MATERIAL COORDINATOR

Description: Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production schedules. Organizes repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panelboard. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. Compiles report of quantity and type of material on hand. Moves or transports material from one department to another, using hand truck or industrial truck. Gathers production records in order to locate material in process of production, using manual or computerized system.

OCCUPATION TITLE: MATERIAL EXPEDITER

Description: The Material Expediter executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.

OCCUPATION TITLE: MATERIAL HANDLING LABORER

Description: Performs general manual labor tasks including loading, unloading, lifting, and moving materials. Has knowledge of commonly-used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Duties involve one or more of the following: Manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

Education and Experience: Requires a high school diploma or its equivalent and 1-3 years experience in related field.

OCCUPATION TITLE: ORDER FILLER

Description: Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. Has knowledge of commonly-used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform job functions. May, in addition to filling orders and indicating items filled or omitted, keep records of outgoing orders, requisition additional stock or report short supplies, and perform other related duties.

OCCUPATION TITLE: SHIPPING/RECEIVING CLERK

Description: Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. Records shipment data, including weight, charges, and space availability. Has knowledge of commonly-used concepts, practices, and procedures. Receives and unpacks materials and supplies. Reports damages and discrepancies for accounting, reimbursement and record-keeping purposes. Completes shipping and receiving reports. Relies on instructions and pre-established guidelines to perform the functions of the job. Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading.

Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

OCCUPATION TITLE: SHIPPING PACKER

Description: Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Has knowledge of commonly-used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Work requires the placing of items in shipping containers and may involve one or more of the following: Knowledge of various items of stock in order to verify content; selection of appropriate type and size of container; inserting enclosures in container; using excelsior or other material to prevent breakage or damage; closing and sealing container; and applying labels or entering identifying data on container.

OCCUPATION TITLE: STORE WORKER I

Description: Performs the following tasks at an establishment whose primary function is that of the resale of merchandise in a retail environment. Duties include selling goods and attending to customers on the selling floor. Relies on instructions and pre-established guidelines to perform the functions of the job. Moves merchandise by use of non-motorized equipment that is intended for display and resale purposes. Cleaning of merchandise on or in display fixtures utilizing various merchandise techniques common to retail trade. Merchandise may be displayed by a predetermined placement system using labels or other identifying marks. Maintains display sales area by straightening merchandise to give a neat, full, and salable appearance, removing

damaged or outdated merchandise, and displaying merchandise in such a manner to maintain freshness and sale dates. Determines display or sale requirements from existing inventory. Keeps inventory forms of merchandise stocked and merchandise returned to storage. Affixes labels to merchandise indicating sale price, item description, or other information. Offers customer or patron assistance with location or selection of merchandise.

OCCUPATION TITLE: STOCK CLERK (SHELF STOCKER/STORE WORKER II)

Description: Receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse or storage yard. Is not responsible for any selling. Has knowledge of commonly-used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoice. Examines stock to verify conformance to specifications. Stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material. Fills orders or issues supplies from stock. Prepares periodic, special or perpetual inventory of stock. Requisitions articles to fill incoming orders. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments. Marks identifying codes, figures, or letters on articles. Distributes stock among production workers, keeping records of material issued and makes adjustments or repairs to articles carried in stock.

Education and Experience: Requires a high school diploma or its equivalent and 1-3 years experience in related field.

OCCUPATION TITLE: TOOLS AND PARTS WORKER I

Description: Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. Keeps an inventory of all tools, and orders new equipment when needed. Has knowledge of commonly-used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Keeps records of tools issued to and returned by workers. Searches for lost or misplaced tools. Prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed. Unpacks and stores new equipment. Visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors. May coat tools with grease or other preservative, using brush or spray gun. Attaches identification tags or engrave identifying information on tools and equipment, using electric marking tool. Keeps an inventory of all tools, and orders new equipment when needed.

OCCUPATION TITLE: WAREHOUSE SPECIALIST

Description: As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Receives, unpacks, checks, and stores merchandise or materials. Familiar with standard concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Fills requisitions and orders. Packs, crates, and ships products and materials to distribution center, departments, or assembly line. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and

preparing it for shipment. May operate hand or power trucks in performing warehousing duties. Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

OCCUPATION TITLE: ELECTRICIAN, MAINTENANCE

Description: Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Has knowledge of commonly-used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. Inspects, repairs, installs, modifies, and maintains electrical/electronic systems, circuits and equipment.

OCCUPATION TITLE: ELECTRONICS TECHNICIAN, MAINTENANCE I

Description: Installs, maintains, tests, troubleshoots, and repairs switches, cables, and other telecommunications equipment in the field to ensure optimum network usage and quality. Has knowledge of commonly-used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job.

OCCUPATION TITLE: ELECTRONICS TECHNICIAN, MAINTENANCE II

Description: Installs, maintains, tests, troubleshoots, and repairs switches, cables, and other telecommunications equipment in the field to ensure optimum network usage and quality. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.

OCCUPATION TITLE: ELECTRONICS TECHNICIAN, MAINTENANCE III

Description: Installs, maintains, tests, troubleshoots, and repairs switches, cables, and other telecommunications equipment in the field to ensure optimum network usage and quality. Familiar with standard concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.

OCCUPATION TITLE: GENERAL MAINTENANCE WORKER

Description: Performs maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, or vehicle servicing. Is knowledgeable in the procedures and safety measures in area(s) of specialty. Maintains operating condition of buildings and equipment, and completes simple repairs. Utilizes knowledge of fundamental mechanical, electrical, carpentry, plumbing, or heating and cooling skills in performing assignments. Operates common hand or power tools. Has knowledge of commonly-used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job.

OCCUPATION TITLE: LABORER

Description: Performs tasks which require mainly physical abilities and effort involving little or no specialized skill or prior work experience. Has knowledge of commonly-used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Performs general manual labor tasks including loading, unloading, lifting, and moving materials. Assists a variety of functions with manual labor tasks as needed. The following tasks are typical of this occupation: Loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or handtrucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts tree and brush; operates power lawnmowers. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment. Spreads sand and salt on icy roads and walk-ways; picks up leaves and trash.

OCCUPATION TITLE: MACHINERY MAINTENANCE MECHANIC

Description: Constructs, maintains, and tests mechanical equipment, machinery, and components. Identifies parts or machines that need new parts or need to be replaced and places orders as necessary. Has knowledge of commonly-used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation.

OCCUPATION TITLE: MACHINIST MAINTENANCE

Description: Produces replacement parts and new parts in making repairs of metal parts of mechanical equipment. Assembles, repairs, and fabricates metal parts by operating mechanical equipment. Has knowledge of commonly-used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Assembles parts into sub-units or complete units. Uses blueprints and design sketches to ensure the proper dimensions and tolerance levels of the finished product. Work involves most of the following: Interpreting written instructions and specifications; planning and laying out of work; using a variety of machinist's hand tools and precision measuring instruments; setting up and operating standard machine tools; shaping of metal parts to close tolerances; making standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining; knowledge of the working properties of the common metals; selecting standard materials, parts, and equipment required for this work; and fitting and assembling parts into mechanical equipment. In general, the machinist's work normally requires a rounded training in machine-shop practice usually acquired through a formal apprenticeship or equivalent training and experience.

OCCUPATION TITLE: MAINTENANCE TRADES HELPER

Description: Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and

tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. Has knowledge of commonly-used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others, the worker is permitted to perform specialized machine operations.

OCCUPATION TITLE: PIPEFITTER, MAINTENANCE

Description: Installs or repairs water, steam, gas or other types of pipe and pipefittings. Assembles and repairs pipe systems of various shapes, sizes, and pressures. Ensures proper placement and alignment according to blueprints and instructions. Has knowledge of commonly-used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Work involves most of the following: Laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies, bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications.

OCCUPATION TITLE: PLUMBER MAINTENANCE

Description: Assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Identifies electrical, plumbing and safety problems applicable to the installation and takes necessary corrective action. Has knowledge of commonly-used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Performs necessary clerical duties with job and is able to read blue prints. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and calks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

OCCUPATION TITLE: APPLIANCE MECHANIC

Description: The Appliance Mechanic installs, services and repairs stoves, refrigerators, dishwashing machines, and other electrical household or commercial appliances, using hand tools, test equipment and following wiring diagrams and manufacturer's specifications. This

person connects appliance to power source and test meters, such as wattmeter, ammeter, or voltmeter, observes readings on meters and graphic recorders, examines appliance during operating cycle to detect excess vibration, overheating, fluid leaks and loose parts, and disassembles appliances and examines mechanical and electrical parts. The worker traces electrical circuits, following diagram and locates shorts and grounds, using ohmmeter, calibrates timers, thermostats and adjusts contact points, and cleans and washes parts, using wire brush, buffer, and solvent to remove carbon, grease and dust. This person replaces worn or defective parts, such as switches, pumps, bearings, transmissions, belts, gears, blowers and defective wiring, repairs and adjusts appliance motors, reassembles appliance, adjusts pulleys and lubricates moving parts, using hand tools and lubricating equipment.

OCCUPATION TITLE: CARPENTER MAINTENANCE

Description: The Carpenter, Maintenance performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors. Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments, and making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

OCCUPATION TITLE: CARPET LAYER

Description: Carpet Layer prepares floor by removing old carpet or other covering, stripping, patching, or cleaning floor, measures and cuts carpeting to size, using carpet knife; lays padding and places carpeting on top of padding, cuts, trims, and stretches carpeting to fit along wall edges, openings, and projections, installs metal edging and metal door strips; may lay carpet tiles, applying adhesive, and transport carpeting to installation site.

OCCUPATION TITLE: FUEL DISTRIBUTION SYSTEM MECHANIC

Description: The Fuel Distribution System Mechanic maintains and repairs fuel storage and distribution systems, using hand and power tools and testing instruments, inspects fuel receiving, storage, and distribution facilities to detect and correct leakage, corrosion, faulty fittings, and malfunction of mechanical units, meters, and gauges, (such as distribution lines, float gauges, piping valves, pumps, and roof sumps); inspects electrical wiring, switches, and controls for safe-operating condition, grounding, and adjustment, lubricates and repacks valves; lubricates pumps, replaces gaskets, seals and corrects pumping equipment misalignment, and cleans strainers and filters. This mechanic services water separators, checks meters for correct delivery and calibration, overhauls system components such as pressure regulating valves and excess valves, disassembles, adjusts, aligns, and calibrates gauges and meters or replaces them, removes and installs equipment such as filters and piping to modify system or repair and replace system component. Duties include: cleaning fuel tanks and distribution lines, removing corrosion and repainting surfaces, overhauling vacuum and pressure vents, floating roof seals, hangers, and roof sumps, and maintaining record of inspections and repairs.

OCCUPATION TITLE: FUEL DISTRIBUTION SYSTEM OPERATOR

Description: The Fuel Distribution System Operator receives, stores, transfers, and issues fuel through pipelines at main line or terminal stations, receives fuel by tanker, ships fuel by pipeline, tank car, tank truck, and barge, prepares and checks receiving or ship's documents,

connects lines, grounding wires, and loading and off loading arms or hoses to pipelines; and visually inspects samples of fuel, and checks gravity and flashpoint. This operator gauges tanks for water, temperature, and fuel levels, checks pumping systems for correct operating pressure or unusual noises, performs preventive maintenance and repairs on terminal systems, assists in maintenance of government-owned railroad loading and switch area, performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas.

OCCUPATION TITLE: GROUND SUPPORT EQUIPMENT MECHANIC

Description: The Ground Support Equipment Mechanic diagnoses malfunctions and repairs Ground Support Equipment (GSE), advises and trains lower grade workers on diagnosis and repair of less complex repair/maintenance problems, inspects and approves completed maintenance actions, solves repair problems by studying drawings, wiring diagrams and schematics, and technical publications; uses automated maintenance data systems to monitor maintenance trends, analyze equipment requirements, maintain equipment records, and document maintenance actions, and analyzes, diagnosis, and repairs GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools. This mechanic maintains external fuel and grounding systems, performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, diagnoses mechanical and electronic circuitry malfunctions using visual and auditory senses, test equipment, and technical publications. This work also does the following: disassembles and assembles malfunctioning GSE accessories and components, removes, disassembles repairs, cleans, treats for corrosion, assembles, and reinstalls GSE components and accessories, stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations. This mechanic prepares GSE for storage and mobility deployment; and operates, cleans, inspects, and services GSE towing vehicles. In addition to maintaining vehicle records, this mechanic maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, practices good housekeeping, tool control, Foreign Object Damage prevention, and safety at all times.

OCCUPATION TITLE: GROUND SUPPORT EQUIPMENT SERVICER

Description: The Ground Support Equipment Servicer inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, prepares Ground Support Equipment (GSE) for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions and maintains external fuel and grounding systems. In addition, this servicer stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles. This worker maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.

OCCUPATION TITLE: GROUND SUPPORT EQUIPMENT WORKER

Description: The Ground Support Equipment Worker makes repairs to Ground Support Equipment (GSE) following orders of a higher-grade worker, troubleshooting malfunctions of GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools, prepares GSE for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions, maintains external fuel and grounding systems. This worker performs scheduled and unscheduled maintenance on GSE, inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, disassembles and assembles malfunctioning GSE accessories and components. In addition, the Ground Support Equipment Worker removes, disassembles repairs, cleans, treats for corrosion, assembles, and reinstalls GSE components and accessories, stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles; maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.

OCCUPATION TITLE: HEATING, VENTILATION, AND AIR-CONDITIONING MECHANIC

Description: The Heating, Ventilation, and Air-Conditioning Mechanic installs, services and repairs environmental-control systems in residences, department stores, office buildings, and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout, mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications, fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment, and installs evaporator unit in chassis or in air-duct system, using hand tools. This mechanic also cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools, cuts and threads pipe, using machine-threading or hand-threading equipment, joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant, installs expansion and discharge valves in circuit. This worker connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source; installs air and water filters in completed installation, injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. This mechanic observes pressure and vacuum gauges and adjusts controls to insure proper operation, tests joints and connections for gas leaks, using gauges or soap and-water solution, wraps pipes in insulation batting and secures them in place with cement or wire bands, replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, may install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity in warehouses and small factory buildings.

OCCUPATION TITLE: HEAVY EQUIPMENT MECHANIC

Description: The Heavy Equipment Mechanic analyzes malfunctions and repairs, rebuilds and maintains power equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and

pneumatic tools. This worker operates and inspects machines or equipment to diagnose defects, dismantles and reassembles equipment, using hoists and hand tools, examines parts for damage or excessive wear, using micrometers and gauges, replaces defective engines and subassemblies, such as transmissions, and tests overhauled equipment to insure operating efficiency. The mechanic welds broken parts and structural members, may direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment, and may repair, adjust and maintain mining machinery, such as stripping and loading shovels, drilling and cutting machines, and continuous mining machines.

OCCUPATION TITLE: HEAVY EQUIPMENT OPERATOR

Description: The Heavy Equipment Operator operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.

OCCUPATION TITLE: INSTRUMENT MECHANIC

Description: The Instrument Mechanic installs, repairs, maintains, and adjusts indicating, recording, telemetering, and controlling instruments used to measure and control variables, such as pressure, flow, temperature, motion, force, and chemical composition, using hand tools and precision instruments. This worker disassembles malfunctioning instruments, examines and tests mechanism and circuitry for defects; troubleshoots equipment in or out of control system and replaces or repairs defective parts, reassembles instrument and tests assembly for conformance with specifications, using instruments, such as potentiometer, resistance bridge, manometer, and pressure gauge; inspects instruments periodically, and makes minor calibration adjustments to insure functioning within specified standards. This mechanic may adjust and repair final control mechanisms, such as automatically controlled valves or positioners, and may calibrate instruments according to established standards.

OCCUPATION TITLE: LOCKSMITH

Description: The Locksmith installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. This worker examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding, opens door locks by moving lock pick in cylinder or opens safe locks by listening to lock sounds or drilling. Makes new or duplicate keys, using key cutting machine, changes combination by inserting new or repaired tumblers into lock, and establishes keying systems for buildings.

OCCUPATION TITLE: OFFICE APPLIANCE REPAIRER

Description: The Office Appliance Repairer repairs and services office machines, such as adding, accounting, calculating machines and typewriters, using hand tools, power tools, micrometers and welding equipment. This worker operates machine to test moving parts and to listen to sounds of machines to locate causes of trouble, disassembles machine and examines parts, such as gears, guides, rollers, and pinions for wear and defects, using micrometers, repairs, adjusts, or replaces parts, and cleans and oils moving parts. This person may give instructions in operation and care of machines to machine operators, or assemble new machines.

OCCUPATION TITLE: PAINTER, MAINTENANCE

Description: The Painter, Maintenance paints and redecorates walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint required for different applications, preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices, and applying paint with spray gun or brush. This person may mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

OCCUPATION TITLE: PNEUDRAULIC SYSTEMS MECHANIC

Description: The Pneudraulic Systems Mechanic maintains, modifies, and repairs hydraulic and pneumatic systems and components that actuate mechanisms or produce, control, and regulate the flow of fluids (liquids and gases), tests for and isolates malfunctions in hydraulic and pneumatic systems or components, utilizing technical manuals and schematics, and modifies, repairs or disassembles and overhauls systems or components.

Education and Experience: Requires a high school diploma or its equivalent and 1-3 years experience in related field as well as licenses and/or certifications.

OCCUPATION TITLE: SCALE MECHANIC

Description: The Scale Mechanic installs, calibrates, and repairs weighing scales, using hand tools, power tools, and standard test weights, moves scale into position, using hoists and rollers, inserts shims between scale base and foundation to level scale, secures scale to foundation, using hand tools. This worker tests scale, using certified weights, and adjusts pivots, dial settings, and pendulums to ensure that weight indication meets legal specifications, turns setscrews to adjust spring scales disassembles scales and repairs or replaces worn or damaged parts, such as pivots and bearings. This worker straightens, cleans, and repaints structural parts of scale, and may install, adjust and repair electronically controlled scales.

OCCUPATION TITLE: SHEET METAL WORKER MAINTENANCE

Description: The Sheet-Metal Worker, Maintenance fabricates, installs and maintains in good repair the sheet-metal equipment and fixtures (such as machine guards, grease pans, shelves, lockers, tanks, ventilators, chutes, ducts, metal roofing) of an establishment. Work involves most of the following: planning and laying out all types of sheet-metal maintenance work from blueprints, models, or other specifications, setting up and operating all available types of sheet-metal working machines, using a variety of hand tools in cutting, bending, forming, shaping, fitting and assembling, and installing sheet-metal articles as required. In general, the work of the maintenance sheet-metal worker requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

OCCUPATION TITLE: SMALL ENGINE MECHANIC

Description: The Small Engine Mechanic repairs fractional-horsepower gasoline engines used to power lawnmowers, garden tractors, and similar machines, using hand tools, locates causes of trouble, dismantles engines, using hand tools, and examines parts for defects, replaces or repairs parts, such as rings and bearings, cleans and adjusts carburetor and magneto, starts repaired engines and listens to sounds to test performance.

OCCUPATION TITLE: WELDER, COMBINATION MAINTENANCE

Description: This incumbent welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. This worker welds metal parts together, using both gas welding or brazing and any combination of arc welding processes, performs related tasks such as thermal cutting and grinding, repairs broken or cracked parts, fills holes and increases size of metal parts, positions and clamps together components of fabricated metal products preparatory to welding. This worker may locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch, may perform repairs only and be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

OCCUPATION TITLE: BOILER TENDER

Description: The Boiler Tender tends one or more boilers to produce steam or high-temperature water for use in an establishment, fires boiler, observes and interprets readings on gauges, meters, and charts which register various aspects of boiler operation, adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high-temperature water. This incumbent may also do one or more of the following: maintain a log in which various aspects of boiler operation are recorded; clean, oil, make minor repairs or assist in repair to boiler room equipment; and following prescribed methods, treat boiler water with chemicals and analyze boiler water for such things as acidity, causticity, and alkalinity.

OCCUPATION TITLE: SEWAGE PLANT OPERATOR

Description: This incumbent operates sewage treatment, sludge processing, and disposal equipment in wastewater (sewage) treatment plant to control flow and processing of sewage, monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage, observes variations in operating conditions and interprets meter and gauge readings, and tests results to determine load requirements. This worker starts and stops pumps, engines, and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes, maintains log of operations and records meter and gas readings, gives directions to wastewater treatment-plant attendants and sewage-disposal workers in performing routine operations and maintenance, and may collect sewage sample, using dipper or bottle and conduct laboratory tests, using testing equipment, such as colorimeter. This person may operate and maintain power-generating equipment to provide steam and electricity for plant.

OCCUPATION TITLE: STATIONARY ENGINEER

Description: The Stationary Engineer operates and maintains one or more systems that provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. Duties involve: observing and interpreting readings on gauges, meters and charts which register various aspects of the system's operation, adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided, recording in logs various aspects of the system's operation, keeping the engines, machinery and equipment of the system in good working order. This engineer may direct and coordinate activities of other workers (not stationary engineers) in performing tasks directly related to operating and maintaining the system or systems. The classification excludes head or chief engineers in establishments employing more than one engineer. Workers are required to be skilled in the repair of electronic control equipment;

workers in establishments producing electricity, steam, or heated or cooled air primarily for sale, and Boiler Tenders.

OCCUPATION TITLE: VENTILATION EQUIPMENT TENDER

Description: This incumbent tends ventilating and heating equipment, such as fans, vacuum pumps, air compressors, vents and ducts, and lubrication-oil coolers used in buildings or industrial processes; adjusts valves to regulate temperature of lubrication oil and flow of water through system, moves controls to regulate speed of fans, adjust vents and ducts, records gauge readings, and repairs completed, and time lost because of inoperative equipment. This worker writes repair work order tickets and out-of-order tags preparatory to equipment repair, inspects equipment to detect excessive noise and heat, replaces gauges and tightens and chucks leaky fittings, using wrenches, hammers, and chalking tool, cleans carbon deposits, pitch, and grease from fans, vents and ducts, using scrapers, hammer, and compressed air or steam.

OCCUPATION TITLE: WATER TREATMENT PLANT OPERATOR

Description: This position controls treatment plant machines and equipment to purify and clarify water for human consumption and for industrial use. This person operates and controls electric motors, pumps, and valves to regulate flow of raw water into treating plant and dumps specified amounts of chemicals such as chlorine, ammonia, and lime into water, or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water. This person starts agitators to mix chemicals and allows impurities to settle to bottom of tank, turns valves to regulate water through filter beds to remove impurities, pumps purified water into water mains, monitors panel board and adjusts controls to regulator flow rates, loss of head pressure and water elevation and distribution of water. This operator cleans tanks and filter beds, using backwashing (reverse flow of water), repairs and lubricates machines and equipment, using hand- and power tools, tests water samples to determine acidity, color, and impurities, using colorimeter, turbidimeter, and conductivity meter. Work includes dumping chemicals such as alum into tanks to coagulate impurities and reduce acidity, recording data, such as residual content of chemicals, water turbidity and water pressure. Person may operate portable water-purification plant to supply drinking water and purify wastewater from plant preparatory to pumping water into rivers, streams or city mains.

OCCUPATION TITLE: SWIMMING POOL OPERATOR

Description: The Swimming Pool Operator operates and maintains swimming pool and auxiliary equipment, fills pool and tests water for proper chlorine content, regulates feeders and puts in prescribed amounts of soda ash and chlorine according to specific instructions to purify water, checks heating and pumping equipment, and adjusts or makes minor repairs using mechanic's hand tools. This operator changes chlorine tanks, as required, removes leaves and other debris from water, using net, cleans bottom and sides of pool, using such aids as underwater vacuum cleaner, hose, brush, detergent, acid solution, and sander. Inspects and replaces loose or damaged tile, cleans and repairs filter system. Reports emergencies or unusual malfunctions to superior, and prepares report of materials used and work performed.

OCCUPATION TITLE: BUS DRIVER

Description: The Bus Driver drives bus to transport passengers over specified routes to local or distant points according to time schedule, assists passengers with baggage and collects tickets or cash fares, regulates heating, lighting, and ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. The Bus Driver records cash

receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers over established city route.

OCCUPATION TITLE: SHUTTLE BUS DRIVER

The Shuttle Bus Driver (Van Driver) drives minibus or van to transport clients, trainees, or company personnel; drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. This driver may assist disabled passengers into and out of vehicle, secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip; may operate radio or similar device to communicate with base station or other vehicles to report disruption of service, clean and/or service vehicle with fuel, lubricants, and accessories, keep records of trips and/or behavior of passengers, and perform other duties when not driving such as, custodial and building maintenance tasks.

OCCUPATION TITLE: TRUCKDRIVER LIGHT

Description: The Truckdriver, Light drives a Straight truck, less than 1 1/2 tons, usually 4 wheels to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

OCCUPATION TITLE: TRUCKDRIVER MEDIUM

Description: The Truckdriver, Medium drives a Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

OCCUPATION TITLE: TRUCKDRIVER HEAVY

Description: The Truckdriver, Heavy drives a Straight truck, over 4 tons, usually 10 wheels. to transport materials, merchandise, equipment, or workers between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

OCCUPATION TITLE: TRUCKDRIVER TRACTOR-TRAILER

Description: The Truckdriver, Tractor-Trailer drives a Straight truck, over 4 tons, usually 18 wheels with a trailer having a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle. It is used to transport materials, merchandise, or equipment between various types of establishments such as: manufacturing plants, freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' houses or places of business. This driver may also load or unload truck with or

without helpers, make minor mechanical repairs, and keep truck in good working order. Duties may include over-the-road driving over a distance that the worker does not return to the departure point in the same workday.

SIN - 736 4 INFORMATION AND ARTS OCCUPATIONS

OCCUPATION TITLE: LIBRARIAN

Description: Maintains library collections of books, serial publications, documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials. Furnishes information on library activities, facilities, rules and services. Familiar with standard concepts, practices, and procedures. Relies on experiences and judgment to plan and accomplish goals. Explains and assists in use of reference sources, such as card or book catalog or book and periodical indexes to locate information. Issues and receives materials for circulation or use in library. Assembles and arranges displays of books and other library materials. Maintains reference and circulation materials. Answers correspondence on special reference subjects. Compiles list of library materials according to subjects or interests. Select, order, catalog and classify materials. Plans and carries out special projects involving library promotion and outreach activity. May be designated according to specialized function as Circulation Librarian (library); Readers'-Advisory-Service Librarian (library); or Reference Librarian (library). Furnishes information on library activities, facilities, rules, and services.

OCCUPATION TITLE: LIBRARY AIDE/CLERK

The Library Aide/Clerk works under the supervision of Librarian and Library Technician at the main circulation desk following simple repetitive tasks including; issuing library cards, explaining library rules and borrowing procedures, recording information such as reports of lost or damaged items, requests for materials, and overdue materials and refers this information to Library Technician or Librarian. This Worker contacts borrowers by telephoning or issuing overdue notices, shelves books, magazines, and other materials under supervision of Library Technician or Librarian, accesses and enters limited routine information in a few screens of automated database, performs routine clerical duties such as referring callers or visitors to appropriate staff, and assists Library Technician with processing duties such as labeling and stamping and preparing materials such as posters or book lists for events.

OCCUPATION TITLE: LIBRARY TECHNICIAN

Description: Provides information service, such as answering questions regarding card catalogs, and assists in the use of bibliographic tools, such as Library of Congress catalog. Performs routine cataloging of library materials. Has knowledge of commonly-used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform job functions. Files cards in catalog drawers according to system used. Answers routine inquiries and refers persons requiring professional assistance to Librarian. Verifies bibliographic information on order requests. Works in the maintenance of stacks or in section of department or division, such as ordering or receiving section of acquisitions department, card preparation activities in catalog department, or limited loan or reserve desk operation of circulation department.

OCCUPATION TITLE: FAMILY READINESS & SUPPORT SERVICES COORDINATOR

Description: This incumbent develops and implements a family support program. Provides support to families impacted by Aerospace Expeditionary Force (AEF) and other long and short-term

mobilization assignments, communicates with families, involving them in activities that will assist during separation, and identifies family issues and demographic trends. This worker establishes and maintains formal agreements and relationships with federal state and local aid agencies, as well as an informal network with charitable, religious and human service group to establish deliver and promote family support and readiness, and projects long-term family readiness and support plans and resource needs.

OCCUPATION TITLE: LIFEGUARD

Description: Monitors activities at swimming pool to prevent accidents and to provide assistance to swimmers. Maintains order in pool and pool areas. Must be strong swimmers. Rescues swimmers in danger of drowning, and administers first aid. Inspects facilities for cleanliness, and cleans pool and pool areas, including bath house. Determines chlorine content and pH value of water, using water testing kit, and records readings. May check in and out items such as towels and personal items, including rings, watches and apparel. May conduct or officiate at swimming meets and may give swimming instruction.

Education and Experience: Requires a high school diploma or its equivalent. Life guards must be at least 16 years old and have CPR as well as life guard certifications.

OCCUPATION TITLE: CASHIER

Description: Receives cash from customers or employees in payment for goods or services and records amounts received. Has knowledge of commonly-used concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform job functions. Recomputes or computes bill, itemized lists, and tickets showing amount due, using adding machine or cash register. Makes change, cashes checks, and issues receipts or tickets to customers. Records amounts received and prepares reports of transactions. Reads and records totals shown on cash register tape and verifies against cash on hand. May make credit card transactions.; be required to know value and features of items for which money is received; give cash refunds or issue credit memorandums to customers for returned merchandise; and operate ticket-dispensing machine. May sell candy, cigarettes, gum and gift certificates, and issue trading stamps. Usually employed in restaurants, cafeterias, theaters, retail stores, and other establishments.

OCCUPATION TITLE: CASHIER

Description: The Cashier receives cash from customers or employees in payment for goods or services and records amounts received, computes or re-computes bills, itemized lists, and tickets showing amount due using adding machine or cash register, makes change, cashes checks and issues receipts or tickets to customers; records amounts received, prepares reports of transactions, reads and records totals shown on cash register tape and verifies against cash on hand. The Cashier may make credit card transactions and may be required to know value and features of items for which money is received. This worker may give cash refunds or issue credit memorandums to customers for returned merchandise, operate ticket-dispensing machine, sell candy, cigarettes, gum and gift certificates, and issue trading stamps. This person is usually employed in restaurants, cafeterias, theaters, retail stores, and other establishments.

OCCUPATION TITLE: DESK CLERK

Description: The Desk Clerk performs any combination of the following duties for guests of hotel, motel, or other lodging facility: registers and assigns rooms to guests, issues and receives

room keys, date-stamps, sorts, and racks incoming mail and messages; receives and transmits messages using equipment such as telephone switchboard, console, telegraph, and teletype, answers inquiries pertaining to establishment services, shopping, dining, entertainment, and travel directions, keeps records of room availability and guests' accounts, computes bills, collects payments, and makes changes for guests. The Desk Clerk makes and confirms room reservations, may post charges such as room, food, liquor, or telephone to casebooks by hand or machine, make restaurant, transportation, or entertainment reservations, and arrange for tours, may deposit guests' valuables in safe or safe-deposit box, and may sell tobacco, candy, and newspapers.

OCCUPATION TITLE: PEST CONTROLLER

Description: The Pest Controller sprays chemical solutions or toxic gases and sets mechanical traps to kill pests that infest buildings and surrounding areas, fumigates rooms and buildings using toxic gases, sprays chemical solutions or dusts powders in rooms and work areas, places poisonous paste or bait and mechanical traps where pests are present; may clean areas that harbor pests, using rakes, brooms, shovels, and mops preparatory to fumigating; and may be required to hold State license.

OCCUPATION TITLE: RECYCLING LABORER

Description: The Recycling Laborer sorts through collected trash and debris for recyclable materials and separates items into established categories such as aluminum, ferrous metals, glass, high-grade white paper, and corrugated paper. This worker discards contaminants and other items that cannot be recycled.

OCCUPATION TITLE: RECYCLING SPECIALIST

Description: The Recycling Specialist conducts variety of tests such as magnetic checks and tests to determine solubility of glues and similar contaminants to determine type and quality of recyclable materials, stores recyclable materials for maximum convenience of handling preparatory to shipment and for protection from deterioration, operates forklift to transport and stock loaded pallets in warehouse, semi-tractor trailers and railroad boxcars; prepares receipts and reports concerning materials collected and chipped, may assist in operating large capacity industrial machinery such as paper shredder, magnetic can separator, glass crusher, baler and compactor, may assist in performing preventive maintenance, minor repairs and lubrication of machinery, and may disassemble scrap material using hand tools.

OCCUPATION TITLE: REFUSE COLLECTOR

Description: The Refuse Collector picks up garbage, trash, or refuse from homes, businesses and other locations and deposits it in a truck.

OCCUPATION TITLE: SURVEY PARTY CHIEF

Description: The Survey Party Chief (Chief of Party) leads day-to-day work activities of survey party under direction of land surveyor performing surveying duties not requiring licensure; supervises crew engaged in gathering data about the earth's surface using a variety of surveying instruments and in clearing land and setting stakes to identify certain points; checks final field notes for clarity and accuracy and completes transmittal forms.

OCCUPATION TITLE: SURVEYING AIDE

Description: The Surveying Aide performs any of following duties to assist in surveying land: holds level or stadia rod at designated points to assist in determining elevations and laying out stakes for map making, construction, mining, land, and other surveys, calls out reading or writes station number and reading in notebook marks points of measurement with elevation, station number, or other identifying mark, and measures distance between survey points, using steel or cloth tape or surveyor's chain. This worker marks measuring point with keel (marking crayon), paint sticks, scratches, tacks, or stakes, places stakes at designated points and drives them into ground at specified elevation using hammer or hatchet, and cuts and clears brush and trees from line of survey, using brush hook, knife, ax, or other cutting tools.

OCCUPATION TITLE: SURVEYING TECHNICIAN

Description: The Surveying Technician obtains data pertaining to angles, elevations, points, and contours used for map making, mining, or other purposes, using alidade, level, transit, plane table, theodolite, electronic distance measuring equipment, and other surveying instruments, compiles notes, sketches, and records of data obtained and work performed, and directs work of subordinate members of survey team.

SIN - 736 5 TECHNICAL AND PROFESSIONAL OCCUPATIONS

OCCUPATION TITLE: CARTOGRAPHIC TECHNICIAN

Description: Provides technical assistance to professional Cartographers in connection with the construction or revision of maps and charts. May require an associate's degree and 0-2 years of experience in the field or in a related area. Work involves the solution of technical problems that require primarily the application of a practical knowledge of the methods and techniques by which maps and charts are constructed. Performs any or a combination of duties such as collecting, evaluating and selecting source materials; compiling information from source materials and developing a plan for using the information in accordance with product specifications; obtaining reliable measurements of earth's surface features such as elevations and distances from photographs by using photogrammetric techniques and equipment; using drafting tools and automated equipment to make maps and charts; assembling aerial photographs into mosaics; and reviewing and editing map and chart manuscripts.

OCCUPATION TITLE: COMPUTER-BASED TRAINING SPECIALIST/ INSTRUCTOR / HELP DESK SUPERVISOR

Description: Supervises the day-to-day operations of the help desk. Identifies, researches, and resolves complex technical problems. Creates and manages escalation procedures and ensures service levels are maintained. Documents, tracks, and monitors problems to ensure resolution in a timely manner. This supervisor has authority for personnel actions and oversees most day to day operations of group. May require a bachelor's degree in area of specialty. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

OCCUPATION TITLE: CIVIL ENGINEERING TECHNICIAN

Description: Assists Civil Engineer in application of principles, methods, and techniques of civil engineering technology. Requires a high school diploma or its equivalent with 0-3 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Reviews project specifications and confers with Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports. Helps prepare proposals and cost estimates. Conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests. Prepares reports detailing tests conducted and their results. Surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment. Drafts detailed dimensional drawings such as those needed for highway plans, structural steel fabrication, and water control projects, performing duties as described under Drafter. Calculates dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.

OCCUPATION TITLE: DRAFTER/CAD OPERATOR I - IV

DRAFTER I

Description: Prepares drawings of simple, easily visualized structures, systems, parts or equipment from sketches or marked-up prints. One to two years of experience required. Selects appropriate templates or uses a compass and other equipment needed to complete assignments. Works from rough sketches, verbal instructions and/or engineering data. Produces working drawings by hand, such as schematic drawings, process and instrumentation diagrams, and drawings of finished products using drafting machines, rules, curves, triangles, and other drawing tools. Produces drawings using a computer assisted drafting system (CAD). Drawings fit familiar patterns and present few technical problems. Supervisor provides detailed instructions on new assignments, gives guidance when questions arise, and reviews completed work for accuracy.

DRAFTER II

Description: Prepares various drawings of such units as construction projects or parts and assemblies, including various views, sectional profiles, irregular or reverse curves, hidden lines, and small or intricate details.). Two to three years of experience required. Work requires use of most of the conventional drafting techniques and a working knowledge of the terms and procedures of the occupation. Works from rough sketches, verbal instructions and/or engineering data. Produces working drawings by hand, such as schematic drawings, process and instrumentation diagrams, and drawings of finished products using drafting machines, rules, curves, triangles, and other drawing tools. Produces drawings using a computer assisted drafting system (CAD. Makes arithmetic computations using standard formulas. Familiar or recurring work is assigned in general terms. Unfamiliar assignments include information on methods, procedures, sources of information, and precedents to follow. Simple revisions to existing drawings may be assigned with a verbal explanation of the desired results. More complex revisions are produced from sketches or specifications which clearly depict the desired product.

DRAFTER III

Description: Prepares complete sets of complex drawings which include multiple views, detail drawings, and assembly drawings. Three to four years of experience required. Drawings include

complex design features that require considerable drafting skill to visualize and portray. Assignments regularly require the use of mathematical formulas to draw land contours or to compute weights, center of gravity, load capacities, dimensions, quantities of material, etc. Works from sketches, models, and verbal information supplied by an engineer, architect, or designer to determine the most appropriate views, detail drawings, and supplementary information needed to complete assignments. Selects required information from precedents, manufacturers' catalogs, and technical guides. Independently resolves most of the problems encountered. Supervisor or design originator may suggest methods of approach or provide advice on unusually difficult problems. Typical assignments include:

From layouts or sketches, prepares complete sets of drawings of test equipment to be manufactured. Several cross-sectional and subassembly drawings are required. From information supplied by the design originator and from technical handbooks and manuals, describes dimensions, tolerances, fits, fabrication techniques, and standard parts to use in manufacturing the equipment. Produces working drawings by hand, such as schematic drawings, process and instrumentation diagrams, and drawings of finished products using drafting machines, rules, curves, triangles, and other drawing tools. Produce drawings using a computer assisted drafting system (CAD).

From electronic schematics, information as to maximum size, and manuals giving dimensions of standard parts, determines the arrangement and prepares drawing of printed circuit boards.

From precedents, drafting standards, and established practices, prepares final construction drawings for floodgates, navigation locks, dams, bridges, culverts, levees, channel excavations, dikes and berms; prepares boring profiles, typical cross-sections, and land profiles; and delineates related topographical details as required.

Prepares final drawings for street paving and widening or for water and sewer lines having complex trunk lines; reduces field notes and calculates true grades. From engineering designs, lays out plan, profile and detail appurtenances required; and notifies supervisor of conflicting details in design.

DRAFTER IV

Description: Works closely with design originators, preparing drawings of unusual, complex, or original designs which require a high degree of precision. Five plus years of experience required. Performs unusually difficult assignments requiring considerable initiative, resourcefulness, and drafting expertise. Works from rough sketches, verbal instructions and/or engineering data. Produces working drawings by hand, such as schematic drawings, process and instrumentation diagrams, and drawings of finished products using drafting machines, rules, curves, triangles, and other drawing tools. Produces drawings using a computer assisted drafting system (CAD). Assures that anticipated problems in manufacture, assembly, installation, and operation are resolved by the drawing produced. Exercises independent judgment in selecting and interpreting data based on a knowledge of the design intent. Although working primarily as a drafter, may occasionally interpret general designs prepared by others to complete minor details. May provide advice and guidance to lower level drafters or serve as coordinator and planner for large and complex drafting projects.

OCCUPATION TITLE: ENGINEERING TECHNICIAN I - VI

ENGINEERING TECHNICIAN I

Description: Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Requires 1-2 years of experience in the field or in a related area. Performs one or a combination of such typical duties as: Assembles or installs equipment or parts requiring simple wiring, soldering, or connecting. Performs simple or routine tasks or tests such as tensile or hardness tests; operates and adjusts simple test equipment; records test data. Gathers and maintains specified records of engineering data such as tests, drawings, etc.; performs computations by substituting numbers in specified formulas; plots data and draws simple curves and graphs.

ENGINEERING TECHNICIAN II

Description: Performs standardized or prescribed assignments involving a sequence of related operations. Requires 3-4 years of experience in the field or in a related area. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed on completion; nonroutine work may also be reviewed in progress. Performs at this level one or a combination of such typical duties as: Following specific instructions, assembles or constructs simple or standard equipment or parts; may service or repair simple instruments or equipment. Conducts a variety of tests using established methods. Prepares test specimens, adjusts and operates equipment, and records test data, pointing out deviations resulting from equipment malfunction or observational errors. Extracts engineering data from various prescribed but non-standardized sources; processes the data following well-defined methods including elementary algebra and geometry; presents the data in prescribed form.

ENGINEERING TECHNICIAN III

Description: Performs assignments that are not completely standardized or prescribed. Requires 5-6 years of experience in the field or in a related area. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed; performs recurring work independently; work is reviewed for technical adequacy or conformity with instructions. Performs at this level one or a combination of such typical duties as: Constructs components, subunits, or simple models or adapts standard equipment. May troubleshoot and correct malfunctions. Follows specific layout and scientific diagrams to construct and package simple devices and subunits of equipment. Conducts various tests or experiments which may require minor modifications in test setups or procedures as well as subjective judgments in measurement; selects, sets up, and operates standard test equipment and records test data. Extracts and compiles a variety of engineering data from field notes, manuals, lab reports, etc.; processes data, identifying errors or inconsistencies; selects methods of data presentation. Assists in design modification by compiling data related to design, specifications, and materials which are pertinent to specific items of equipment or component parts. Develops information concerning previous operational failures and modifications. Uses judgment and initiative to recognize inconsistencies or gaps in data and seek sources to clarify information.

ENGINEERING TECHNICIAN IV

Description: Performs non-routine assignments of substantial variety and complexity, using operational precedents which are not fully applicable. Requires 7-8 years of experience in the

field or in a related area. Such assignments, which are typically parts of broader assignments, are screened to eliminate unusual design problems. May also plan such assignments. Receives technical advice from supervisor or engineer; work is reviewed for technical adequacy (or conformity with instructions). May be assisted by lower level technicians and have frequent contact with professionals and others within the establishment. Applies conventional engineering practices to develop, prepare, or recommend schematics, designs, specifications, electrical drawings and parts lists. Conducts tests or experiments requiring selection and adaptation or modification of a wide variety of critical test equipment and test procedures; sets up and operates equipment; records data, measures and records problems of significant complexity that sometimes require resolution at a higher level; and analyzes data and prepares test reports. Applies methods outlined by others to limited segments of research and development projects; constructs experimental or prototype models to meet engineering requirements; conducts tests or experiments and redesigns as necessary; and records and evaluates data and reports findings.

ENGINEERING TECHNICIAN V

Description: Reviews project specifications and confers with Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports. Requires 8-9 years of experience. Conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests. Prepares reports detailing tests conducted and results. Surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment. Drafts detailed dimensional drawings, such as those needed for highway plans, structural steel fabrication, and water control projects, performing duties as described under Drafter. Calculates dimensions, profile specifications, and quantities of materials. May assist engineers to ensure that construction and repair of water and wastewater systems meet pollution control requirements.

ENGINEERING TECHNICIAN VI

Description: A review project specifications and confers with Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports. Requires more than ten years of experience. Conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests. Prepares reports detailing tests conducted and results. Surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment. Drafts detailed dimensional drawings, such as those needed for highway plans, structural steel fabrication, and water control projects, performing duties as described under Drafter. Calculates dimensions, profile specifications, and quantities of materials. May assist engineers to ensure that construction and repair of water and wastewater systems meet pollution control requirements.

OCCUPATION TITLE: ENVIRONMENTAL TECHNICIAN

Description: Conducts tests and field investigations to obtain data for use by environmental, engineering and scientific personnel in determining sources and methods of controlling pollutants in air, water, and soil, utilizing knowledge of agriculture, chemistry, meteorology, and engineering principles and applied technologies. Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Performs a variety of tasks. Conducts chemical and physical laboratory and field tests according to prescribed standards to determine

characteristics or composition of solid, liquid, or gaseous materials and substances, using pH meter, chemicals, autoclaves, centrifuge spectrophotometer, microscope, analytical instrumentation, and chemical laboratory equipment. Collects samples of gases from smokestacks, and collects other air samples and meteorological data to assist in evaluation of atmospheric pollutants. Collects water samples from streams and lakes, or raw, semiprocessed or processed water, industrial waste water, or water from other sources to assess pollution problem. Collects soil, silt, or mud to determine chemical composition and nature of pollutants. Prepares sample for testing, records data, and prepares summaries and charts for review. Sets monitoring equipment to provide flow of information. Installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction systems, mechanical equipment, and other test instrumentation. May operate fixed or mobile monitoring or data collection station. May conduct bacteriological or other tests related to research in environmental or pollution control activity. May collect and analyze engine exhaust emissions to determine type and amount of pollutants. May specialize in one phase or type of environmental pollution or protection and be identified according to specialty. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.

OCCUPATION TITLE: PARALEGAL/LEGAL ASSISTANT I - IV

PARALEGAL/LEGAL ASSISTANT I

Description: Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate degree or its equivalent and 1-2 years of experience in the field. Knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Work includes, typically, several of the following duties: Consults prescribed sources of information for facts relating to matters of interest to the program; Reviews documents to extract selected data and information relating to specific items; Reviews and summarizes information in prescribed format on case precedent and decisions; Searches and extracts legal references in libraries and computer-data banks; Attends hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assists in the presentation of charts and other visual information. Work is performed under close supervision, with required assistance readily available.

PARALEGAL/LEGAL ASSISTANT II

Description: Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate degree or its equivalent and 2-3 years of experience in the field. Knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. At this level, the incumbent, exercises more independent judgment than at the level I position. In this capacity the incumbent: Reviews case materials to become familiar with questions under consideration; Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents; Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law; Interviews potential witnesses and prepares summary interview reports for the attorney's review; Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct

possible deficiencies or personally conducts limited investigations at the pre-trial stage; Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits; Verifies citations and legal references on prepared legal documents; Prepares summaries of testimony and depositions; Drafts and edits nonlegal memoranda, research reports and correspondence relating to cases.

PARALEGAL/LEGAL ASSISTANT III

Description: Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate degree or its equivalent and 3-5 years of experience in the field. Knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. At this level, participates in the substantive development of cases by performing the following functions: Analyzes and evaluates case files against litigation worthiness standards; Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney; Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys; Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity; Interviews relevant personnel and potential witnesses to gather information; Reviews and analyzes relevant statistics; Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation; Consults with statistical experts on reliability evaluations; May testify in court concerning relevant data.

PARALEGAL/LEGAL ASSISTANT IV

Description: Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. May require an associate degree or its equivalent and 5 or more years of experience in the field. Knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. At this level, assists in the evaluation, development and litigation of cases by performing the following duties: Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law; Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information; Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence; Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns; Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation; Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems; Interviews potential witnesses for information and prepares witnesses for court appearances; Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results; Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files; May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

OCCUPATION TITLE: LABORATORY TECHNICIAN

Description: Performs laboratory tests according to prescribed standards to determine chemical and physical characteristics or composition of solid, liquid, or gaseous materials and substances for purposes such as quality control, process control, product development, or determining conformity to specifications. May require an associate's degree or its equivalent and 0-2 years of clinical experience in a related field. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Operates laboratory equipment including centrifuges, dry bath incubators, and blood bank refrigerators. Sets up and adjusts laboratory apparatus and operates grinders, agitators, centrifuges, ovens, condensers, and vibrating screens to prepare material for testing according to established laboratory procedure. Performs physical tests on samples of cement or raw materials and controls quality of materials and mix during manufacturing process. Tests raw materials, such as aggregate, limestone, and sand, for such qualities as permeability, load-bearing capacity, or cohesiveness. Tests dry and liquid substances used as ingredients in adhesives, propellants, lubricants, refractories, synthetic rubber, paint, paper, and other compounds for purity, viscosity, density, absorption or burning rate, melting point, or flash point, using viscosimeter, torsion balance scale, and pH meter. Tests solutions used in processes, such as anodizing, waterproofing, cleaning, bleaching, and pickling, for chemical strength, specific gravity, or other specifications. Tests materials for presence and content of elements or substances, such as hydrocarbons, manganese, natural grease or impurities, tungsten, sulfur, cyanide, ash or dust. Tests samples of manufactured products, such as cellophane or glassware, to verify conformity with heat resistance, tensile strength, ductibility, and other specifications. Examines materials, using microscope. Records test results on standard forms, writes test reports describing procedures used, and prepares graphs and charts. Cleans and sterilizes laboratory apparatus. May prepare chemical solutions according to standard formulae. May add chemicals or raw materials to process solutions or product batches to correct deviations from specifications.

OCCUPATION TITLE: PARALEGAL/LEGAL ASSISTANT I

Description: The Paralegal/Legal Assistant I work under close supervision with required assistance readily available. Persons in this position typically perform the following:

- Consult prescribed sources of information for facts relating to matters of interest to the program;
- Review documents to extract selected data and information relating to specific items;
- Review and summarize information in prescribed format on case precedent and decisions;
- Search and extract legal references in libraries and computer-data banks;
- Attend hearings or court appearances to become informed on administrative and/or court procedures and the status of cases, and where necessary, assist in the presentation of charts and other visual information.

OCCUPATION TITLE: PARALEGAL/LEGAL ASSISTANT II

Description: At this level, the Paralegal/Legal Assistant II exercises more independent judgment than at the level I position. In this capacity the incumbent:

- Reviews case materials to become familiar with questions under consideration;
- Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents;

- Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law;
- Interviews potential witnesses and prepares summary interview reports for the attorney's review;
- Participates in pre-trial witness conferences, notes possible deficiencies in case materials (e.g., missing documents, conflicting statements) and additional issues or other questionable matters, and requests further investigation by other agency personnel to correct possible deficiencies or personally conducts limited investigations at the pre-trial stage;
- Prepares and organizes trial exhibits, as required, such as statistical charts and photographic exhibits;
- Verifies citations and legal references on prepared legal documents;
- Prepares summaries of testimony and depositions;
- Drafts and edits non-legal memoranda, research reports and correspondence relating to cases.

OCCUPATION TITLE: PARALEGAL/LEGAL ASSISTANT III

Description: At this level, the Paralegal/Legal Assistant III participates in the substantive development of cases. In this capacity, the incumbent performs the following:

- Analyzes and evaluates case files against litigation worthiness standards;
- Notes and corrects case file deficiencies (e.g., missing documents, inconsistent material, leads not investigated) before sending the case on to the concerned trial attorney;
- Reviews and analyzes available precedents relevant to cases under consideration for use in presenting case summaries to trial attorneys;
- Gathers, sorts, classifies, and interprets data to discover patterns of possible discriminatory activity;
- Interviews relevant personnel and potential witnesses to gather information;
- Reviews and analyzes relevant statistics;
- Performs statistical evaluations such as standard deviations, analyses of variance, means, modes, and ranges as supporting data for case litigation;
- Consults with statistical experts on reliability evaluations;
- May testify in court concerning relevant data.

OCCUPATION TITLE: PARALEGAL/LEGAL ASSISTANT IV

Description: At this level, the Paralegal/Legal Assistant IV assists in the evaluation, development, and litigation of cases. In this capacity, the incumbent performs the following duties:

- Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;
- Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;
- Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence;
- Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns;

- Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation;
- Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems;
- Interviews potential witnesses for information and prepares witnesses for court appearances;
- Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results;
- Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files;
- May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

OCCUPATION TITLE: TECHNICAL WRITER I thru III

Description: Develops, writes and edits a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. May be responsible for coordinating the display of graphics and the production of the document. May require a bachelor's degree in a related area and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Observes production, developmental, and experimental activities to determine operating procedures and detail. Interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. Studies blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. Organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology. Reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication, and distribution of material. May write speeches, articles, and public or employee relations releases. May edit, standardize, or make changes to material prepared by other writers or plant personnel. May specialize in writing material regarding work methods and procedures. Primary job functions do not typically require exercising independent judgment. Works under immediate supervision; typically reports to a supervisor or manager.